Electronic Controlled Drug Register User Manual

Microlink PC medical@microlinkpc.com
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This user manual describes the usage of the Electronic controlled drug register. It is a requirement of the acceptable user policy of this application that all users of the application must read it carefully.

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General

This Agreement will be governed by the laws of the United Kingdom, and you agree that any claims regarding the software shall be brought in the UK.

Administrator responsibilities

The software administrator will be responsible for maintaining backups of the system on removable and paper media. Denward Manufacturing and Microlink PC take no responsibility from loss of data due to failure to backup.

Getting Started

How to get started with the electronic controlled drug register. This chapter includes installation, setting up the pharmacy, logging in to the application for the first time, and transferring the current pharmacy stock across to the electronic record.

Installation

The installation procedure involves a standard installer, and should be familiar to anyone having installed software before.

Running the installer

Firstly, enter the CDROM in the CDROM drive of the computer, and click the icon for the drive in Windows Explorer.
Click the icon install_denward_cdr-**<version>**.exe (where **<version>** is replaced by your version number of the software).
The installation wizard will guide you through the installation.

Setup - Controlled Drugs Register
Welcome to the Controlled Drugs Register Setup Wizard
This will install Controlled Drugs Register 1.10 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

Figure 1: Install 1

- Click "Next" to commence the installation.
- Read the license carefully, and agree to continue the installation.

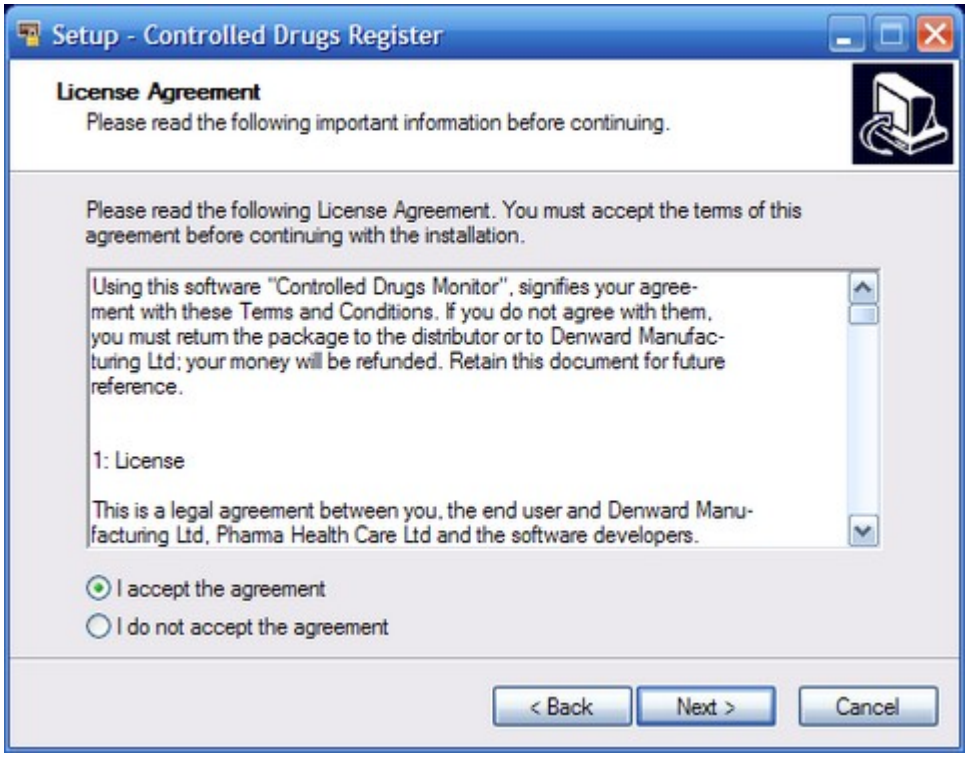
Setup - Controlled Drugs Register
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
Using this software "Controlled Drugs Monitor", signifies your agreement with these Terms and Conditions. If you do not agree with them, you must return the package to the distributor or to Denward Manufacturing Ltd; your money will be refunded. Retain this document for future reference.
1: License
This is a legal agreement between you, the end user and Denward Manufacturing Ltd, Pharma Health Care Ltd and the software developers.
I accept the agreement
I do not accept the agreement
< Back
Next >
Cancel

Figure 2: Install 2

- Enter the location you would like to install the application to. The default location is preferred, and will be presented by the installer.

Setup - Controlled Drugs Register
Select Destination Location
Where should Controlled Drugs Register be installed?
Setup will install Controlled Drugs Register into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\CDR
Browse...
At least 22.1 MB of free disk space is required.
< Back
Next >
Cancel

Figure 3: Install 3

- Select the name of the program group for the start menu. The default location is preferred, and will be presented by the installer.

Setup - Controlled Drugs Register
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Controlled Drugs Register
Browse...
< Back
Next >
Cancel

Figure 4: Install 4

- You will then be asked whether you want to create an icon on the desktop. To place an icon on the desktop tick the box labelled "Create a desktop icon".

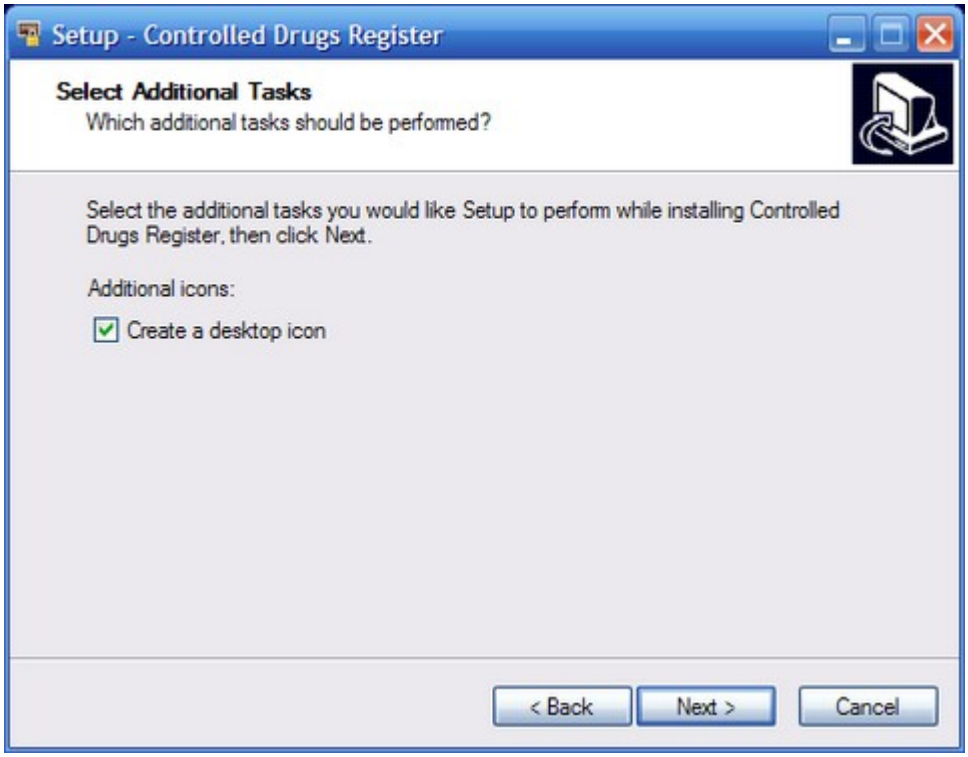
Setup - Controlled Drugs Register
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Controlled Drugs Register, then click Next.
Additional icons:
Create a desktop icon
< Back
Next >
Cancel

Figure 5: Install 5

- The installer is now ready to commence installation.

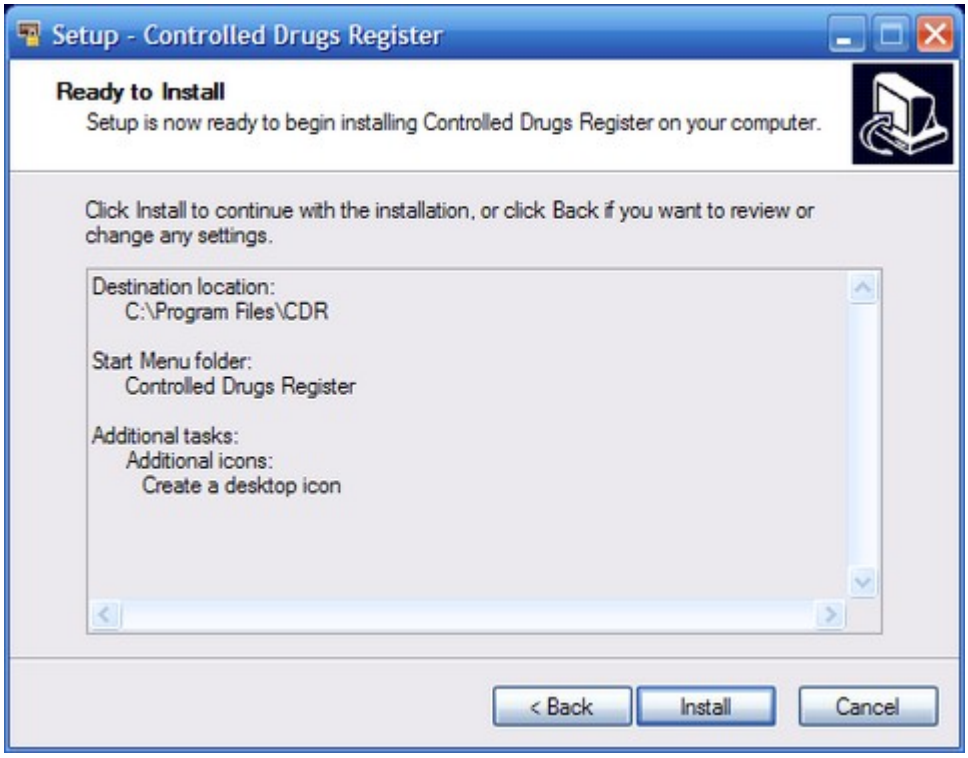
Setup - Controlled Drugs Register
Ready to Install
Setup is now ready to begin installing Controlled Drugs Register on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\CDR
Start Menu folder:
Controlled Drugs Register
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

Figure 6: Install 6

- Click the install button or back to change settings.
- The installer will install the application.

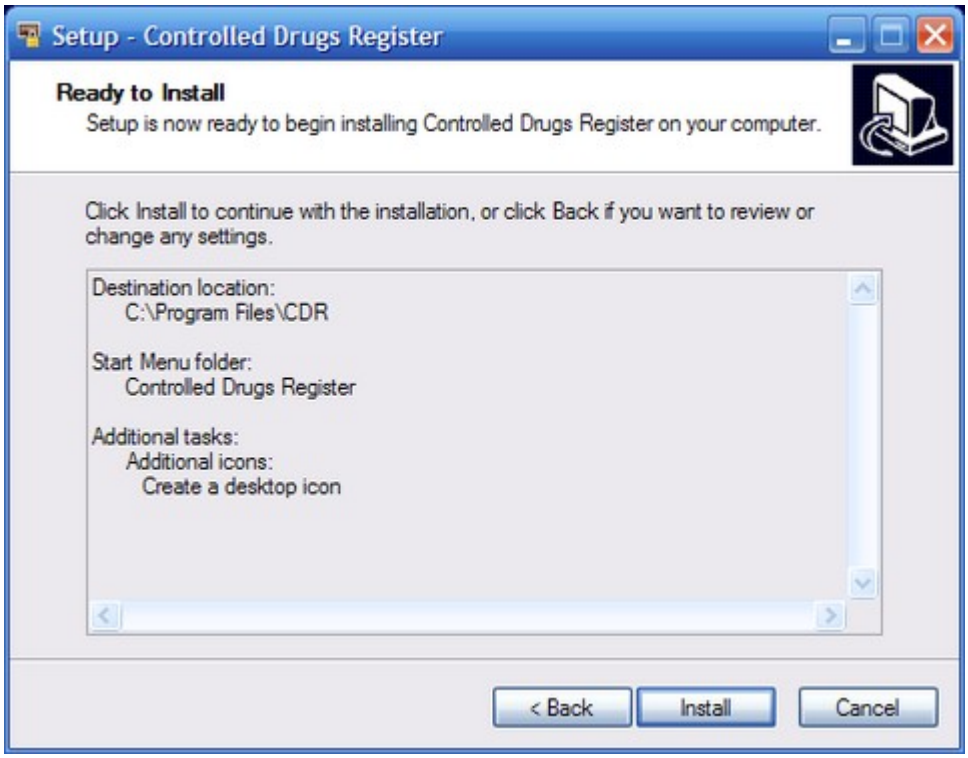
Setup - Controlled Drugs Register
Ready to Install
Setup is now ready to begin installing Controlled Drugs Register on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\CDR
Start Menu folder:
Controlled Drugs Register
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

Figure 7: Install 7

- Once completed, the installer will present a dialogue to confirm this.

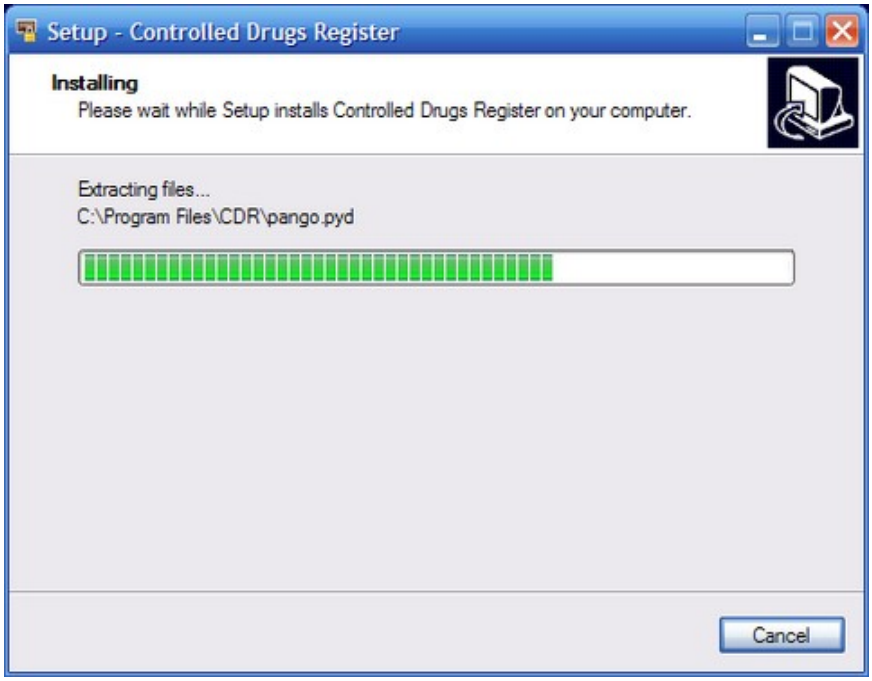

Figure 8: Install 8

- The application can optionally be launched at this stage by ticking the box labelled "Launch Controlled Drug Register".

Setting up the Pharmacy

On first use of the application, the Administrator will be prompted to enter the pharmacy details. These should be entered carefully, as they can only be entered once and are not changeable afterwards.

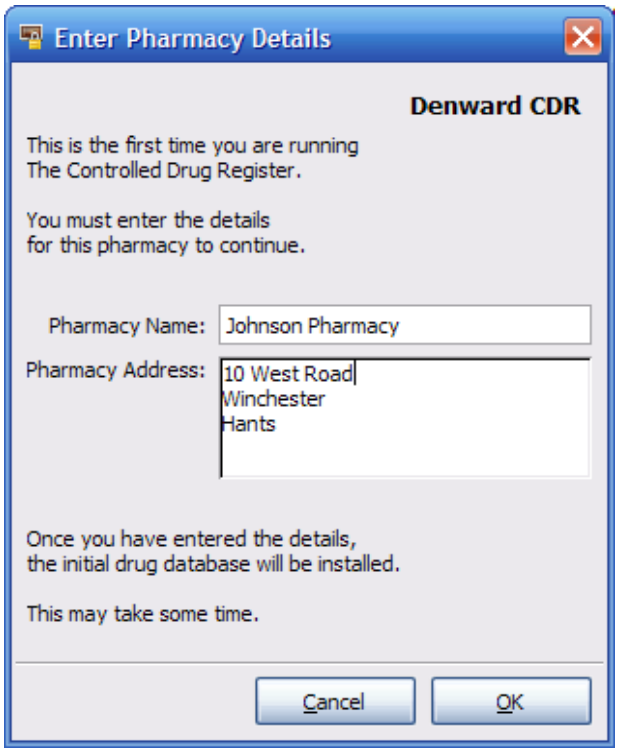

Figure 9: Pharmacy Entry

Once entered, the "OK" Button should be clicked, and the application will start as normal, and the user will be prompted to log in.

Logging In

In order to log in, the user will be presented with a login dialogue:

Figure 10: Login

Enter login details, and click the OK button.
The initial account is setup for the administrator, with:

Username: admin

Password: admin

You have 3 attempts to log in before the application shuts down.
Pressing the cancel button will exit the application.

The administrator MUST change their password when first logging in to the system. This is a feature of security.

Changing Passwords

For full information on changing passwords, see User Management.

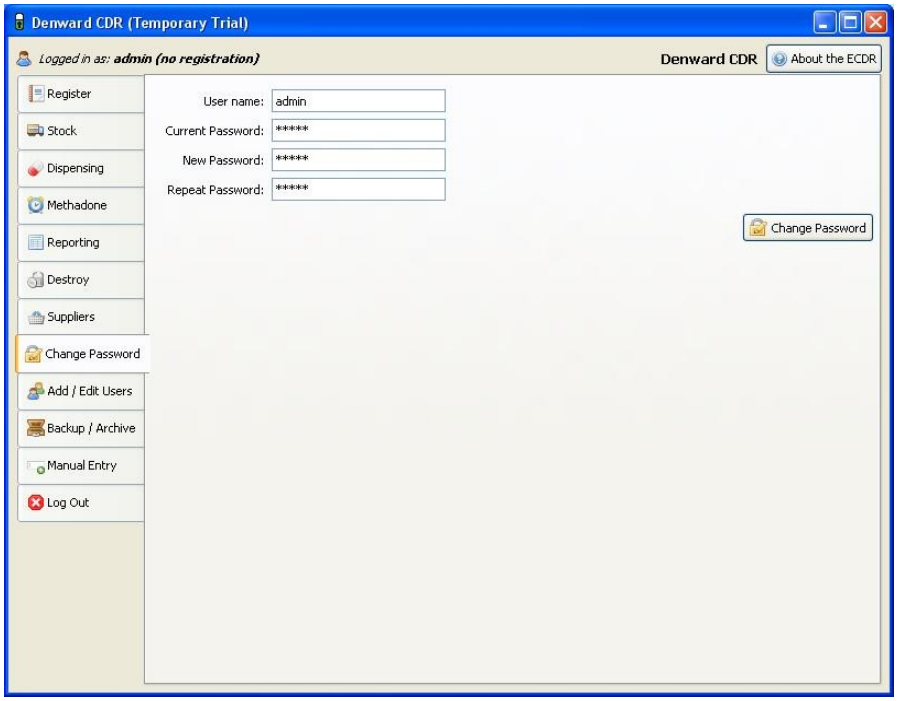

Figure 11: Change Password Page

Manual Stock Entry

The Controlled Drug Register allows you to manually enter current stock details when initially installing the application. It should be noted that this can only be done once, and is an irreversible action. This is to ensure reliability of data in the system.
It is expected that the administrator will enter the manual items on first using the application, and once the stock has been aligned, the Electronic CD Register will be responsible for calculations of stock and generation of reports.
Note: *You can only enter the existing stock once. Make sure you have all the information at hand before you start.*

1. Select the tab labelled "Manual Entry".

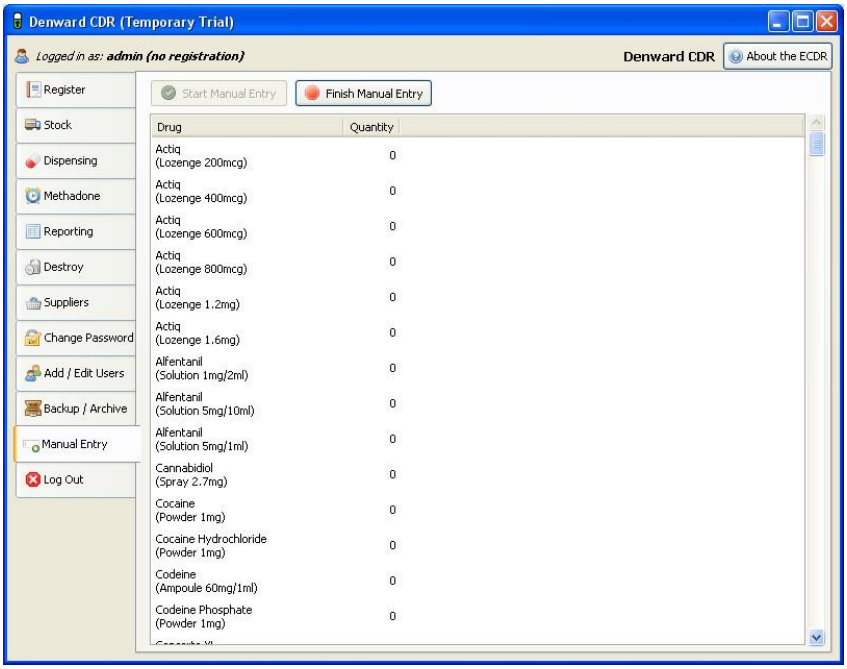

Figure 12: Manual Entry Active

2. Click the "Start Manual Entry" button.
3. Enter the value for each drug in the table by clicking the value and editing it in place.
4. Once completed, click the "Finish Manual Entry" button.

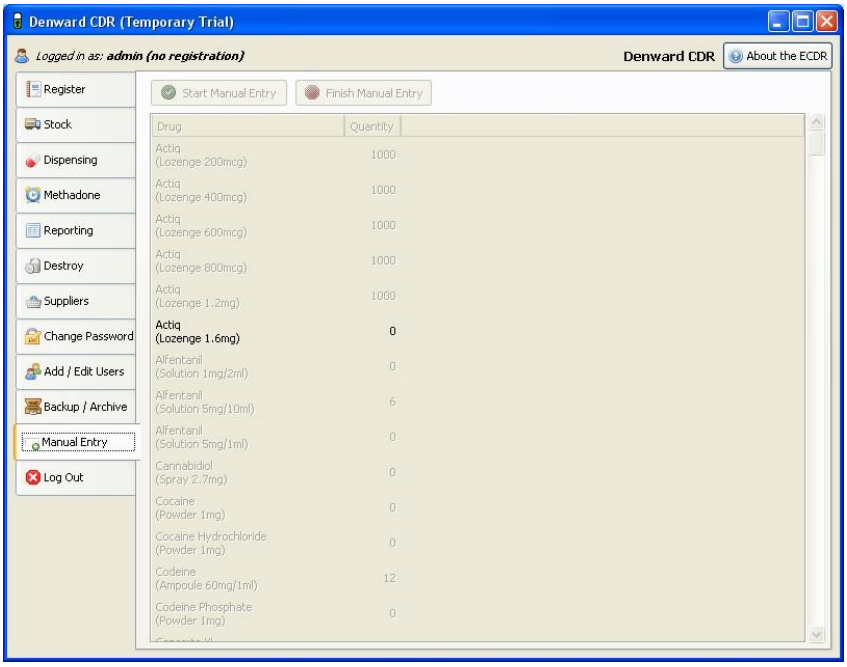

Figure 13: Manual Entry Finished

5. You will be presented with a confirmation dialogue to confirm whether you really want to exit.

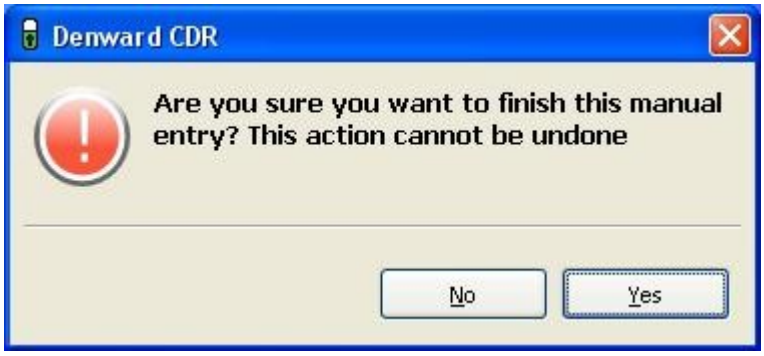

Figure 14: Manual Entry Finish Caption

The stock recorded in the Electronic CD Register will now reflect the current stock in the pharmacy.

The Register

A register can be viewed and printed for each drug showing all activity, and a running balance.

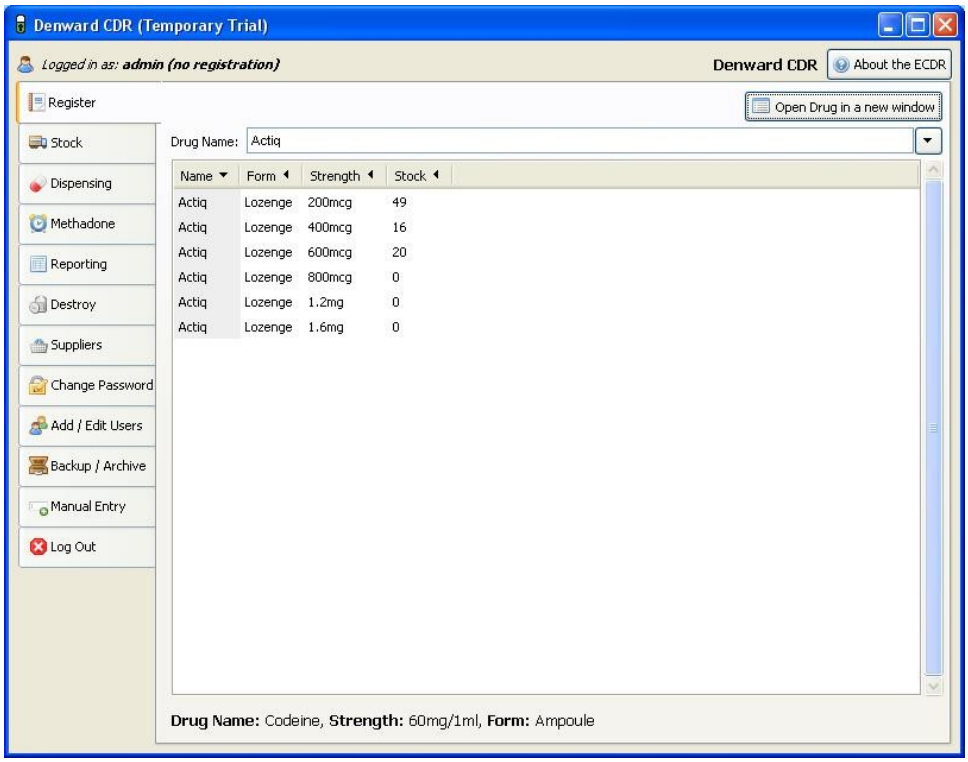

Figure 15: Register Main Page

Viewing a Drugs Register

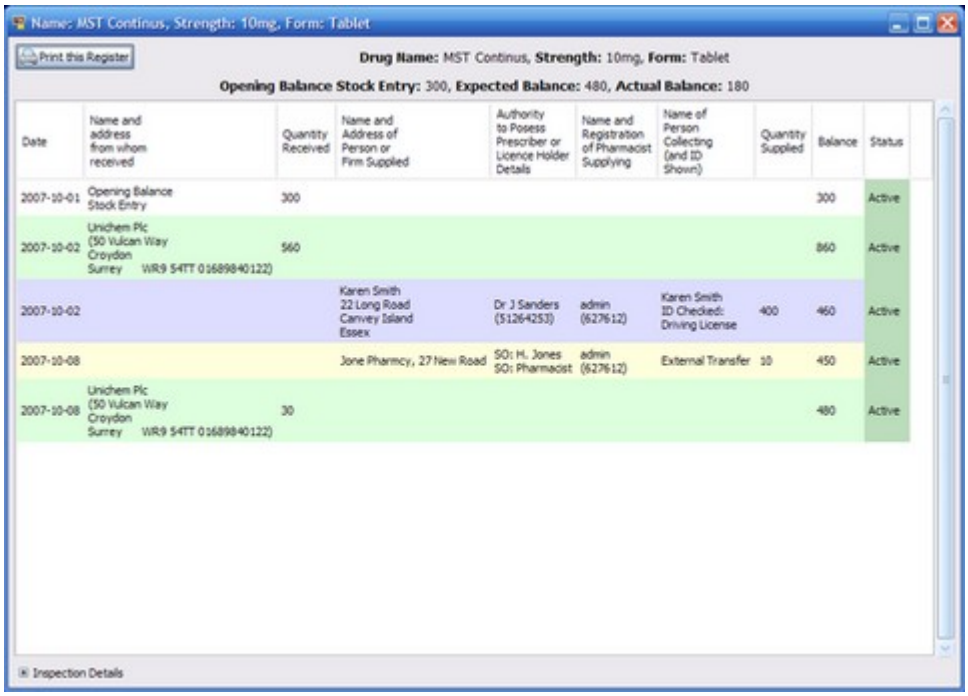
Name: MST Continus, Strength: 10mg, Form: Tablet
Print this Register
Drug Name: MST Continus, Strength: 10mg, Form: Tablet
Opening Balance Stock Entry: 300, Expected Balance: 480, Actual Balance: 180
Date
Name and address from whom received
Quantity Received
Name and Address of Person or Firm Supplied
Authority to Possess Prescriber or Licence Holder Details
Name and Registration of Pharmacist Supplying
Name of Person Collecting (and ID Shown)
Quantity Supplied
Balance
Status
2007-10-01 Opening Balance Stock Entry 300 300 Active
2007-10-02 Unichem Plc (50 Vulcan Way Croydon Surrey WR9 54TT 01689840122) 560 860 Active
2007-10-02 Karen Smith 22 Long Road Canvey Island Essex Dr J Sanders (51264253) admin (627612) Karen Smith ID Checked: Driving License 400 460 Active
2007-10-08 Jone Pharmcy, 27 New Road SO: H. Jones SO: Pharmacist admin (627612) External Transfer 10 450 Active
2007-10-08 Unichem Plc (50 Vulcan Way Croydon Surrey WR9 54TT 01689840122) 30 480 Active
Inspection Details

Figure 16: Drugs Register View

To view the register for a drug:

1. Click the "Register" tab,
2. Enter the drug name into "Drug Name" OR,
3. Select a drug name from the drug name drop down,
4. Select the correct dosage and formulation of the drug from the drug list,
5. Click "Open Drug in a new window",
6. The register will appear in a separate window.

Printing a Drugs Register

1. View a drug register,
2. Click the "Print this Register" button.

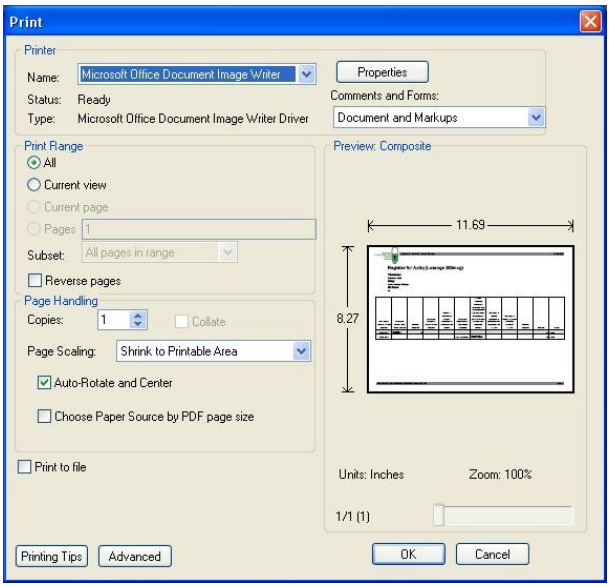

Figure 17: Print Options

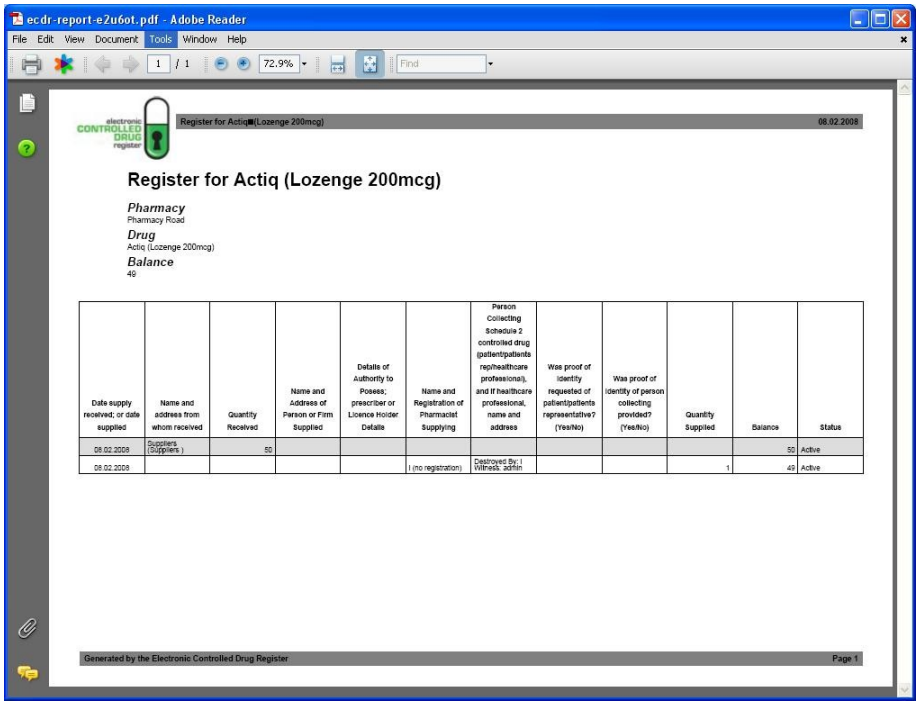
ecdr-report-e2u6ot.pdf - Adobe Reader
File Edit View Document Tools Window Help
Register for Actiq (Lozenge 200mcg) 08.02.2008
Register for Actiq (Lozenge 200mcg)
Pharmacy
Pharmacy Road
Drug
Actiq (Lozenge 200mcg)
Balance
49
Date supply received; or date supplied
Name and address from whom received
Quantity Received
Name and Address of Person or Firm Supplied
Details of Authority to Posess; prescriber or Licence Holder Details
Name and Registration of Pharmacist Supplying
Person Collecting Schedule 2 controlled drug (patient/patients rep/healthcare professional), and if healthcare professional, name and address
Was proof of identity requested of patient/patients representative? (Yes/No)
Was proof of identity of person collecting provided? (Yes/No)
Quantity Supplied
Balance
Status
08.02.2008 Suppliers (Suppliers) 50 50 Active
08.02.2008 1 (no registration) Destroyed By: I Witness: admin 1 49 Active
Generated by the Electronic Controlled Drug Register Page 1

Figure 18: Drugs Register Print View

Managing Suppliers

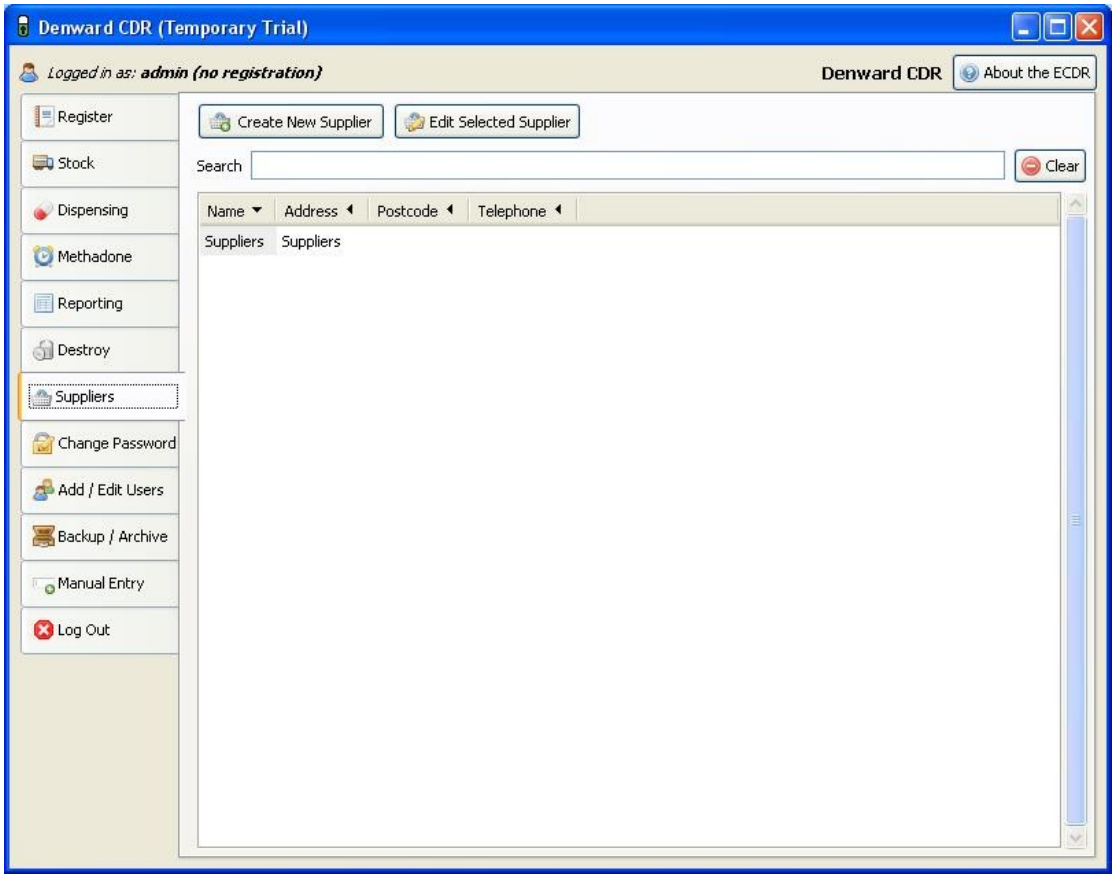

Figure 19: Managing Suppliers Main Page

Suppliers of controlled drugs must be added to the system in order that the system accurately audits where all supplies are received from.

Adding Suppliers

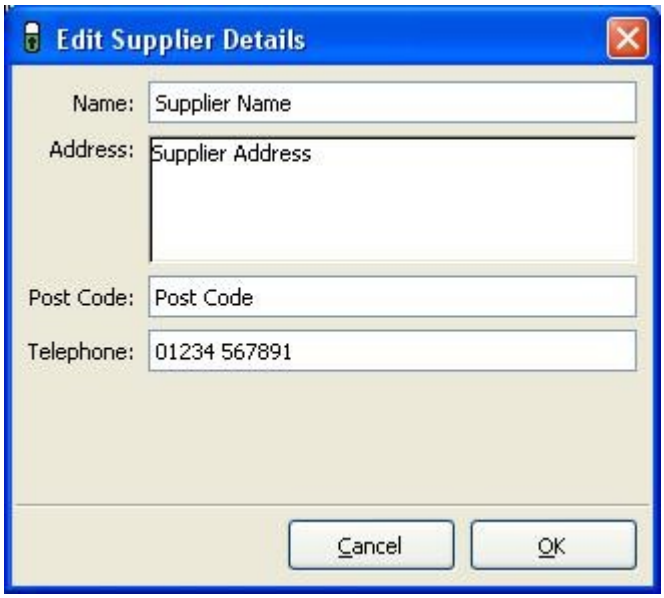

Figure 20: Adding Suppliers

Before stock can be received, suppliers must be added to the system.

To add a supplier, select the "Suppliers" tab, and inside click the "Create New Supplier". The supplier details should be entered into the dialogue, and the "Ok" button should be clicked.

The new supplier is now shown in the list of suppliers.

Editing Suppliers

Figure 21: Editing Suppliers

To edit a supplier, select the supplier from the list, and click the "Edit Supplier" button. A dialogue will be shown where the edited details should be entered, and the "Ok" button should be clicked.

Searching for a supplier

The supplier list can be searched by entering text into the text entry labelled "Search". Searching will automatically take place, and list the results in the item list. To stop searching, press the "Clear" button. All the suppliers will now be visible in the supplier list.

Stock Management

The Electronic Controlled Drug Register records all changes in stock for controlled drugs. Items should be entered into the Electronic Controlled Drug Register when stock is received into the pharmacy, and transferred out of the pharmacy. Additionally, the Electronic Controlled Drug Register records stock takes for these drugs.

External Transfers

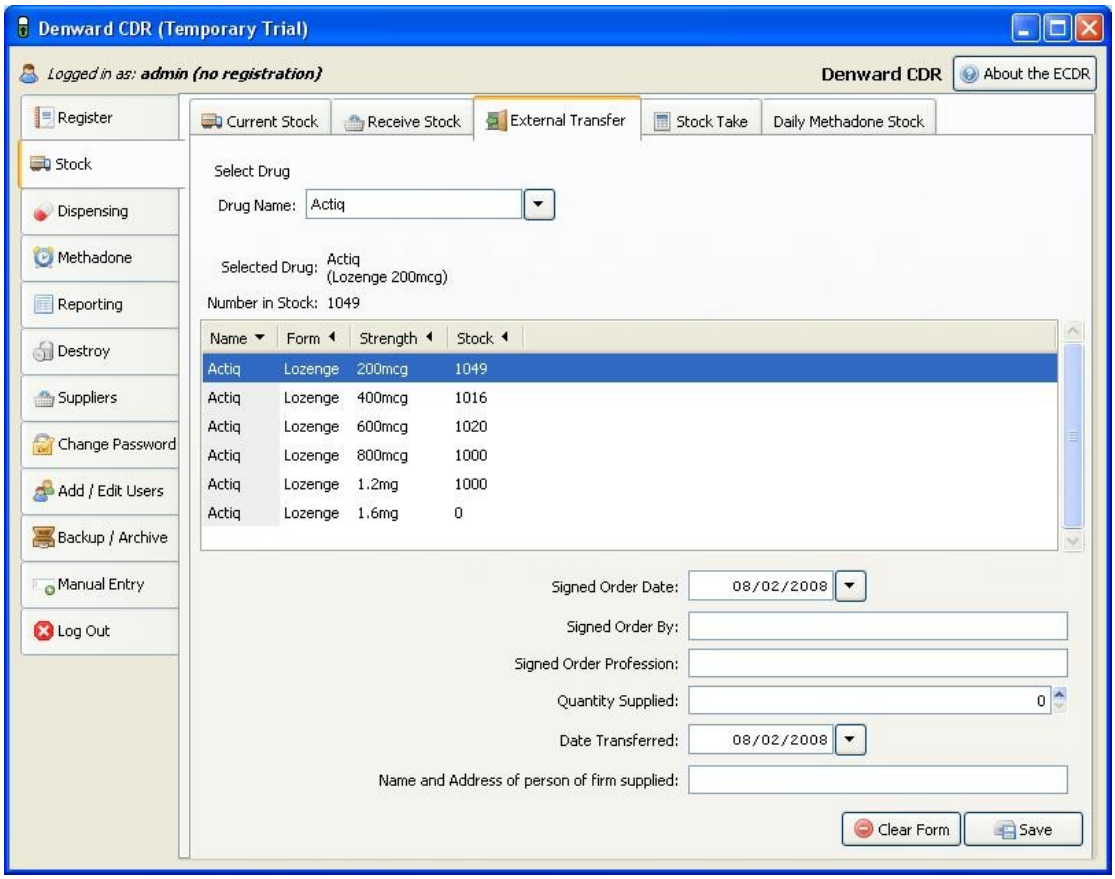

Figure 22: External Transfers Main Page

Transfers of drugs may be made between branches of a pharmacy. To access the External Transfer functions, first select the "Stock" tab, and inside select the "External Transfer" tab.

1. Firstly select the drug to transfer. Either type the name into the entry labelled "Drug Name", or select a drug name in the drop down box.
2. Once the drug name is selected, select the correct preparation and dose of the drug from the available dosages and preparations listed below in the drug list.
3. Enter the details in the entries labelled "Signed Order Date", "Signed Order By", and "Signed Order Profession" of the signed order covering the transfer.
4. Enter the quantity in the "Quantity Supplied" entry.
5. Enter the date of the transfer in the "Date Transferred" entry.
6. Enter the target of the transfer in the entry labelled "Name and address of person or firm supplied".
7. Click the "Save" button.
8. You have now successfully transferred stock out of the pharmacy in the Electronic Controlled Drug Register.

You can clear the details at any time by clicking the "Clear Form" button.

Receiving Stock

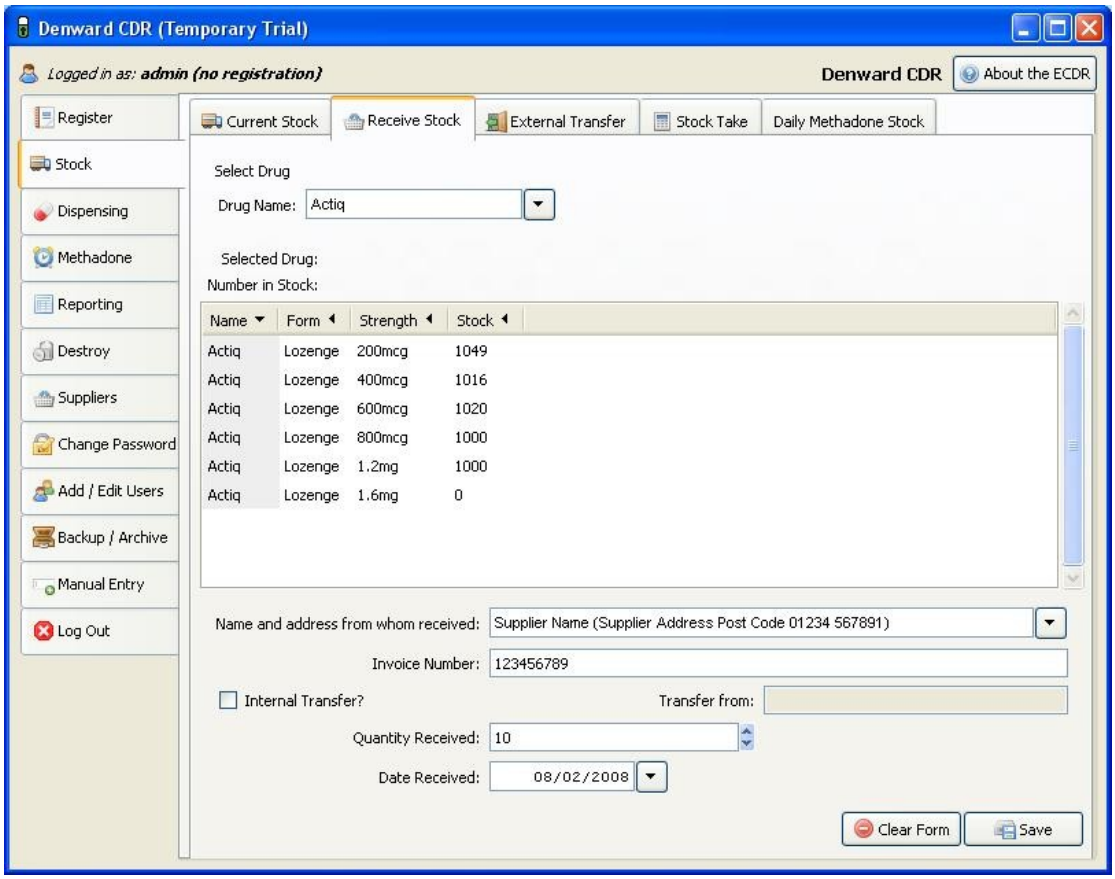

Figure 23: Receiving Stock Main Page

To access the stock receiving functions, first select the "Stock" tab, and inside, select the tab "Receive Stock". You must ensure that you have added one or more suppliers before you receive the stock.

1. Firstly select the drug to receive. Either type the name into the entry labelled "Drug Name", or select a drug name in the drop down box.
2. Once the drug name is selected, select the correct preparation and dose of the drug from the available dosages and preparations listed below.
3. If the drug has been received from a supplier, select the supplier in the list labelled "Name and address from whom received" and the invoice number for the receipt. Otherwise, for internal transfers between branches, select the check box labelled "Internal Transfer" and the branch from which the drug was received.
4. Enter the quantity received in the entry labelled "Quantity Received", and the date which it was received (which is defaulted to the current date) in the entry labelled "Date Received".
5. Click on the "Save" button. You have now successfully added stock to the Electronic Controlled Drug Register.

You may clear the entered data at any time by pressing the "Clear" button.

Stock Taking

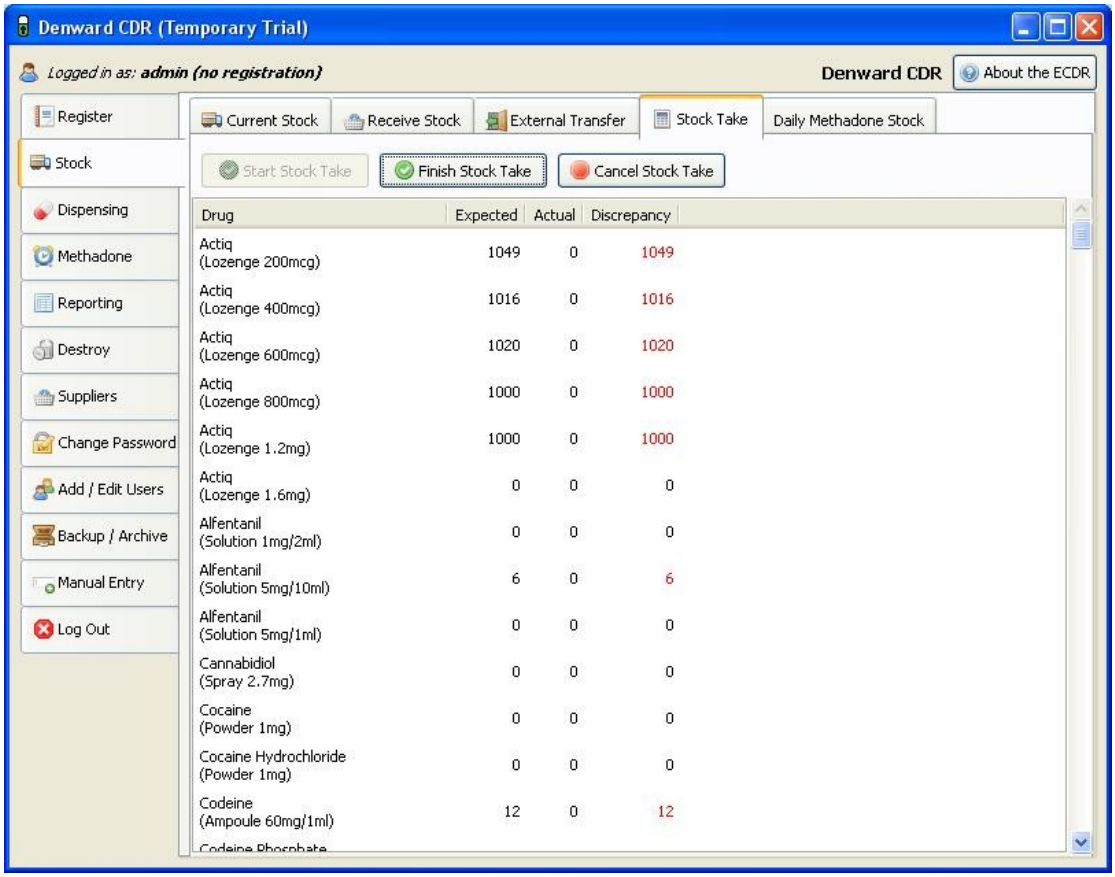

Figure 24: Stock Take Main Page

To access the stock taking functions, first select the "Stock" tab, and inside, select the tab labelled "Stock Take".

1. Click the button "Start Stock Take". The list of drugs, the expected stock, the actual stock, and the discrepancy is listed.
2. For each drug, enter the actual stock in the "Actual" column. Values are edited by double-clicking them.
3. When the stock-take is completed, click the "Finish Stock Take" button. The stock take will be added to the system.

A stock take may be cancelled at any time by clicking the "Cancel Stock Take" button. You will lose all the data entered for that stock take.

Daily Methadone Stock – Overages and Underages

In case of overages and underages in Methadone dispensing, the ECDR has the facility to modify the stock levels of Methadone mixture (either sugar free, or normal). When this alteration takes place, there is an entry made in the register which can be reviewed later by inspectors.

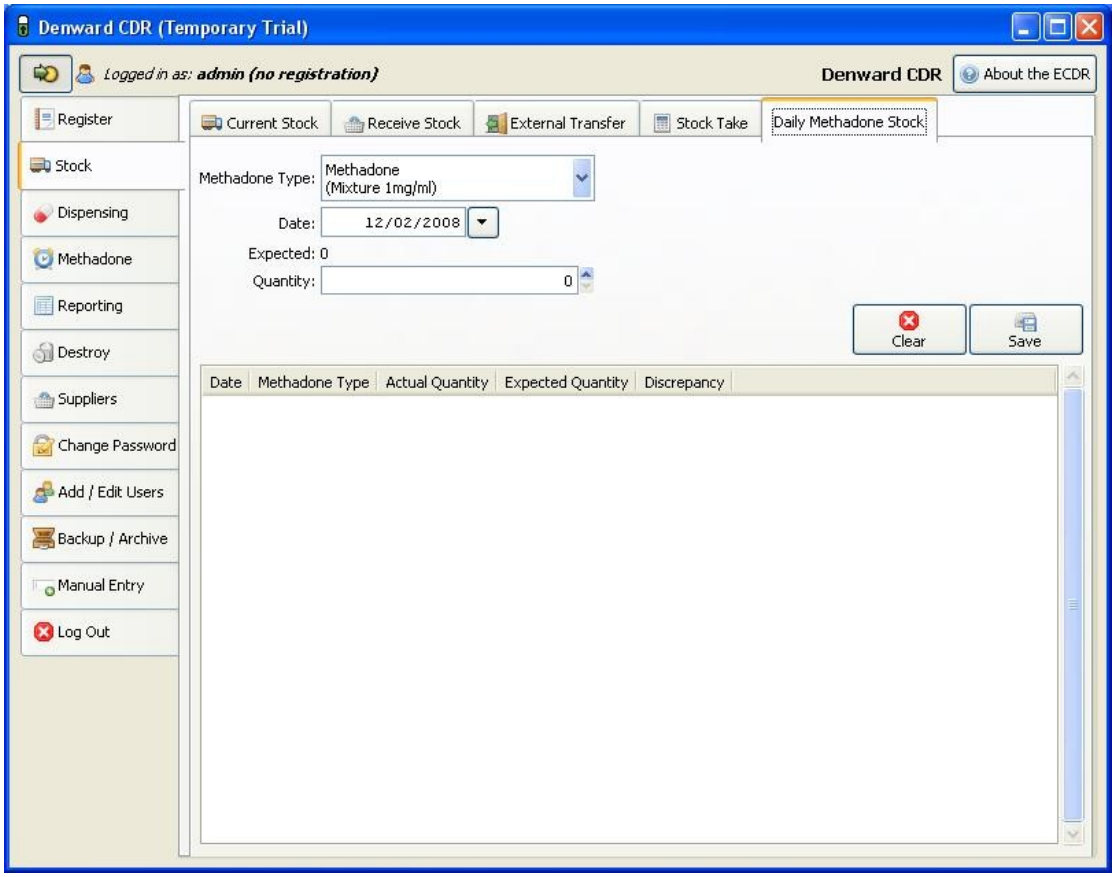

Figure 25: Daily Methadone Stock Main Page

To compose a daily Methadone stock take, click the "Daily Methadone Stock" tab.

1. Select the form of Methadone you wish to record in the form scroll down.
2. Select the date you wish to make a record of.
3. Enter the quantity of Methadone you have in stock.
4. Click "Save" to store the details you have entered. If your quantity of stock differs from the expected stock you will be asked to enter a reason for the discrepancy. Usually this will be an "underage" or and "overage".
5. The expected stock will change to show the amount you have declared.

You can clear the entered data at any time by pressing the "Clear" button.

Viewing Stock

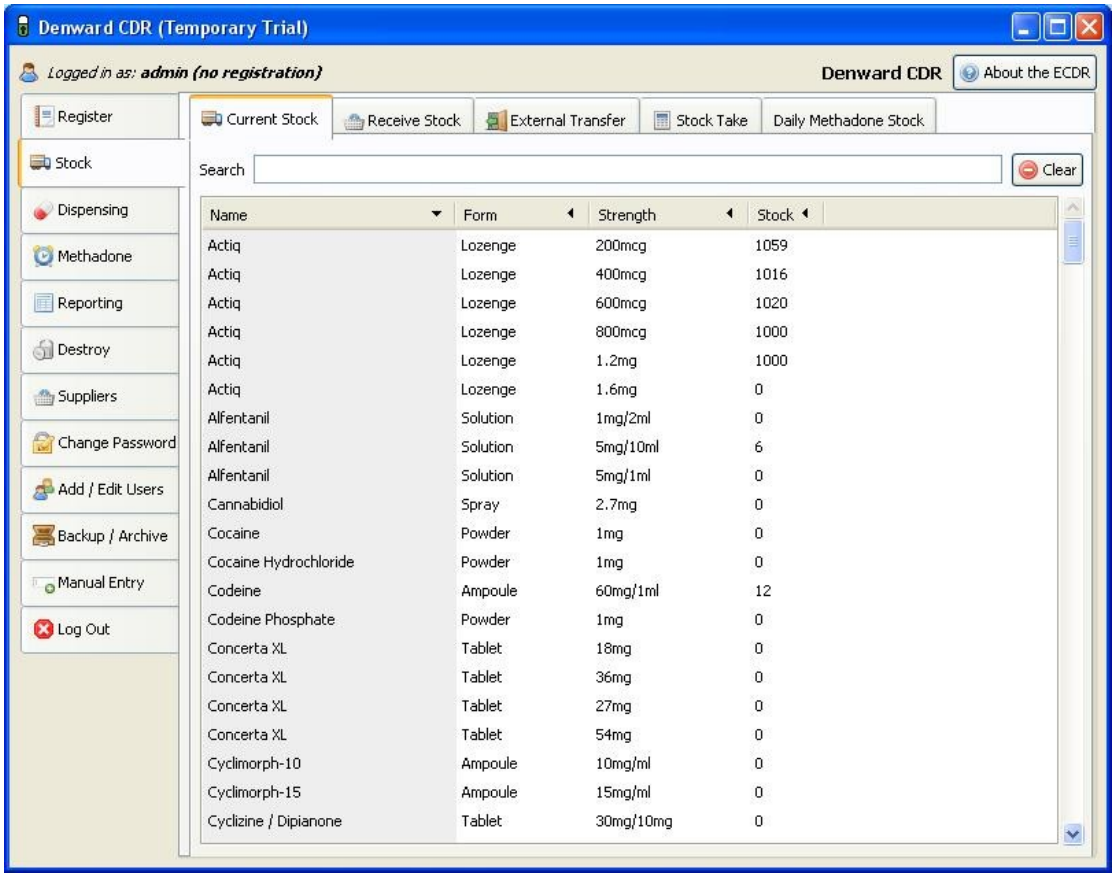

Figure 26: Stock Viewing Main Page

To view the stock, first select the "Stock" tab and inside, select the tab labelled "Current Stock".
All the stock will be visible.
To narrow down the items that are displayed, either type a drug name into the entry labelled "Drug Name", or select a drug from the drop down box.

Dispensing

To access the dispensing page, select the "Dispensing" tab.

Dispensing is divided into 5 sets of information for entry. These are:

1. Patient details,
2. Prescriber details,
3. Drug details,
4. Dispensing details,
5. Collection details.

Patient Details

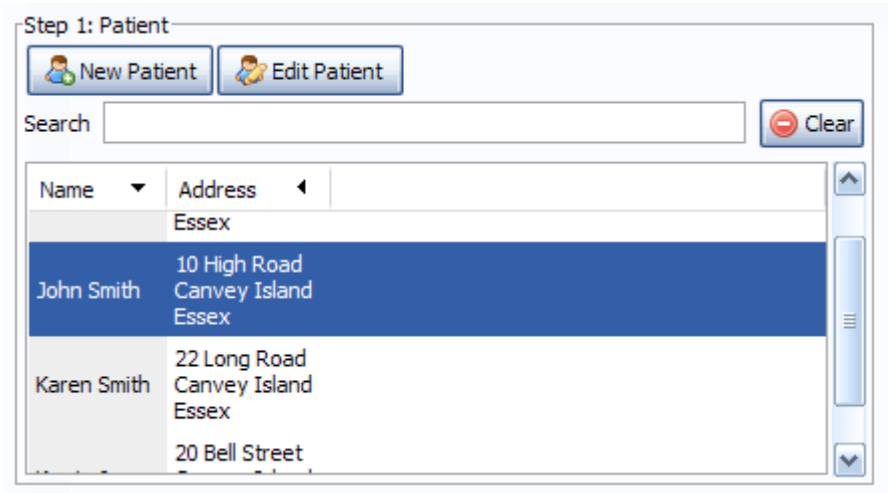

Figure 27: Patient Select

The patient should be selected from the list. A name can be searched for by entering the name in the "Search" entry.

If the patient is not present in the system, the patient must be added.

To add a patient:

1. Click the "New Patient" button.
2. Enter the patient details in the patient dialogue.
3. Click the "OK" button to confirm.

To edit a patient's details:

1. Select the patient in the patient list.
2. Click the "Edit Patient" details.
3. Enter the new details in the patient editor dialogue.
4. Click the "Ok" button.

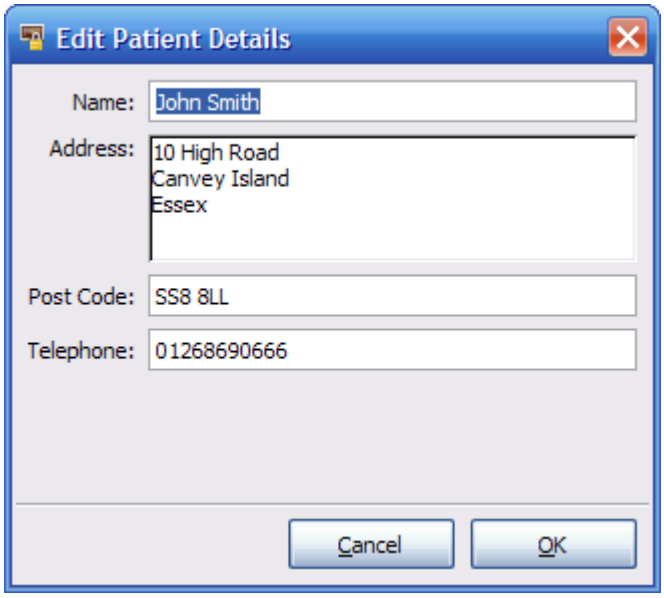

Figure 28: Edit Patient

Prescriber Details

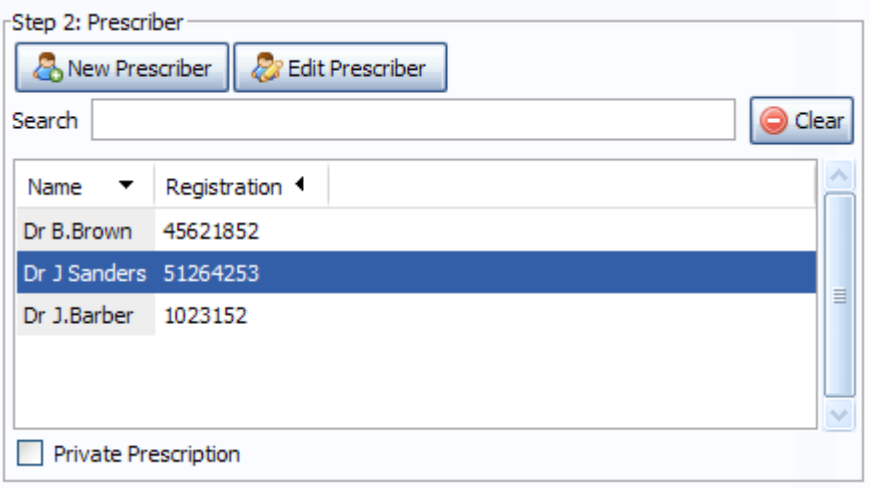

Figure 29: Prescriber Select

The prescriber should be selected from the list. A name can be searched for by entering the name in the "Search" entry. Once selected, the prescriber will appear in the "Dispensing Details" area.

If the prescriber is not present in the system, the prescriber must be added.

To add a prescriber:

1. Click the "New Prescriber" button
2. Enter the prescriber details in the prescriber dialogue
3. Click the "OK" button to confirm

To edit a prescriber's details:

1. Select the prescriber in the patient list.
2. Click the "Edit Prescriber" details.

3. Enter the new details in the prescriber editor dialogue.
4. Click the "Ok" button.

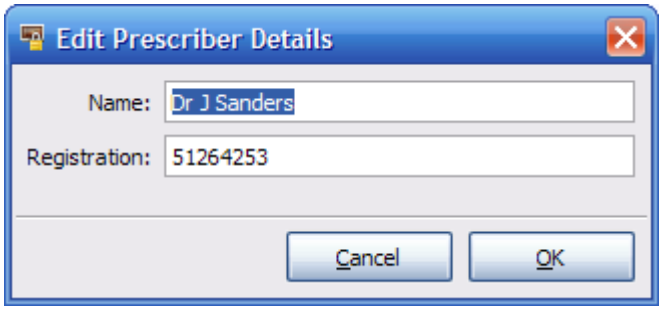

Figure 30: Edit Prescriber

Drug Details

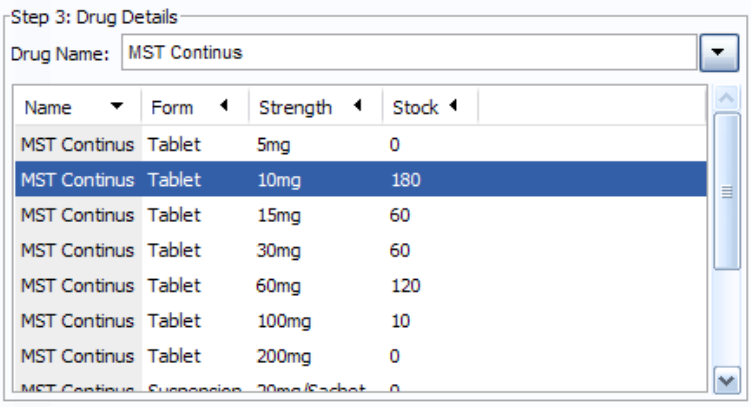

Figure 31: Drugs Select

1. Select the drug name from the drug selector drop down **OR,**
2. Enter part of the name, or the entire name in the drug selector drop down.
3. Select the form and dose of the drug from the drug list.
4. The selected drug will appear in the "Dispensing Details".

Dispensing Details

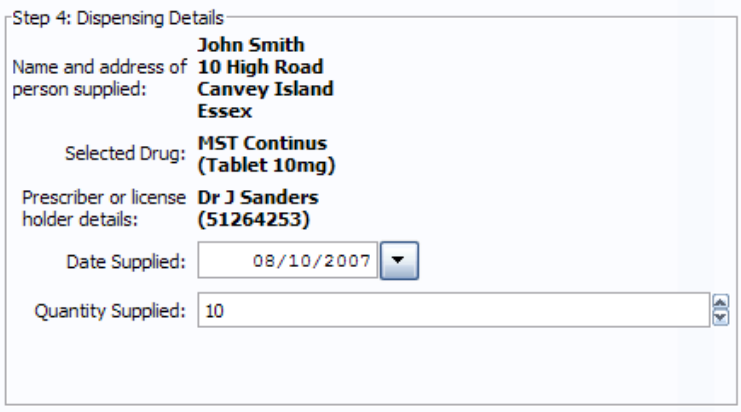

Figure 32: Dispensing Details

The dispensing details contain a confirmation of the Patient, Prescriber and Drug selected in the previous stages.

In addition the following must be entered:

1. Enter the date in the "Date Supplied" box
2. Enter the quantity of drug to dispense in the "Quantity Supplied" box.

Collection Details

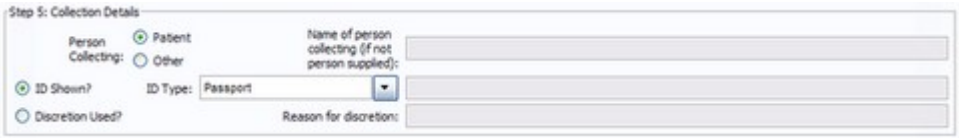

Figure 33: Collector Details

If the Patient collected the drug themselves:

1. Ensure "Person Collecting" is set to "Patient".
2. Record whether the identification is shown by:
   - Select "ID Shown" .
   - Select the type of identification in "ID Type" OR,
   - Enter the type of identification manually.
3. If no identification is shown, and discretion is used:
   - Select "Discretion Used".
   - Enter the reason for using discretion.

If the patient is not collecting the prescription themselves:

1. Ensure that "Person Collecting" is set to "Other".
2. Enter the name of the collecting person in the "Name of person collecting".
3. Complete steps 2 & 3 above for identification.

Completing Dispensing

To complete the dispensing, click the "Dispense Drug" button.

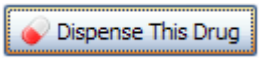

Figure 34: Dispense Drugs Button

To clear the form at any time, click the "Clear Form" button.

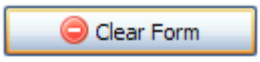

Figure 35: Clear Form Button

Methadone

The Methadone section is specially designed for pharmacies with large amounts of methadone patients. By creating a methadone schedule for each patient you can save the time that would have been taken up entering the information into the dispensing section every day.
For all Methadone functions, select the "Methadone" tab.

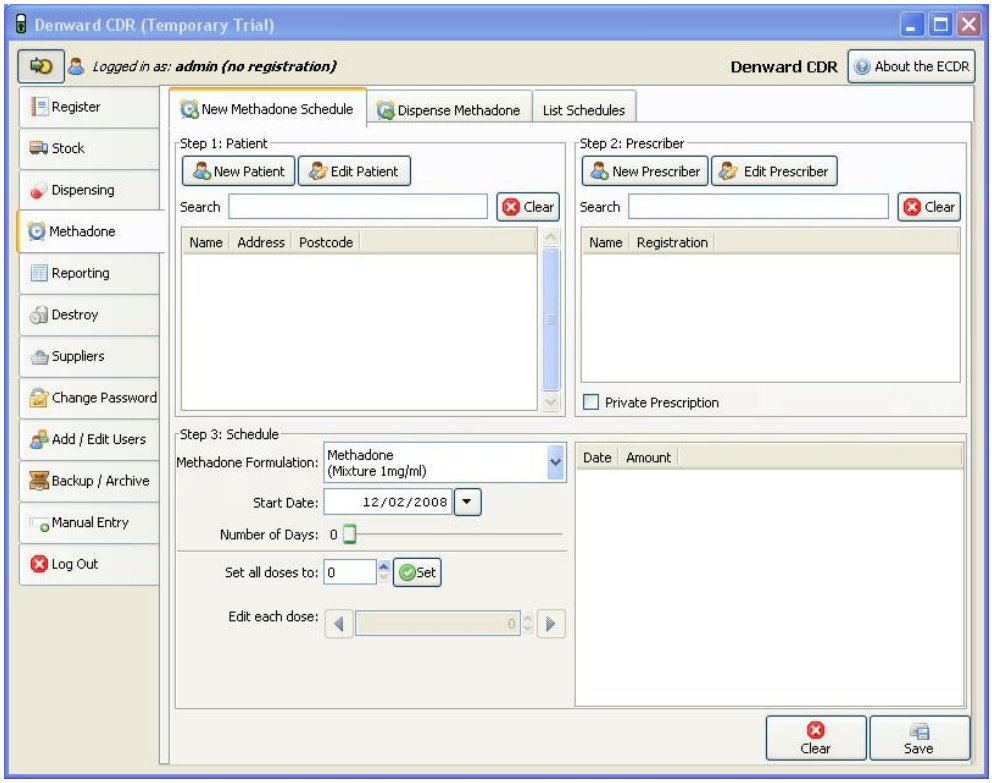

Figure 36: Methadone Main Page

Creating a Methadone Schedule

1. Click the "Methadone" tab.
2. Select "Methadone Schedule".
3. Enter the patient and prescriber details (as for dispensing).

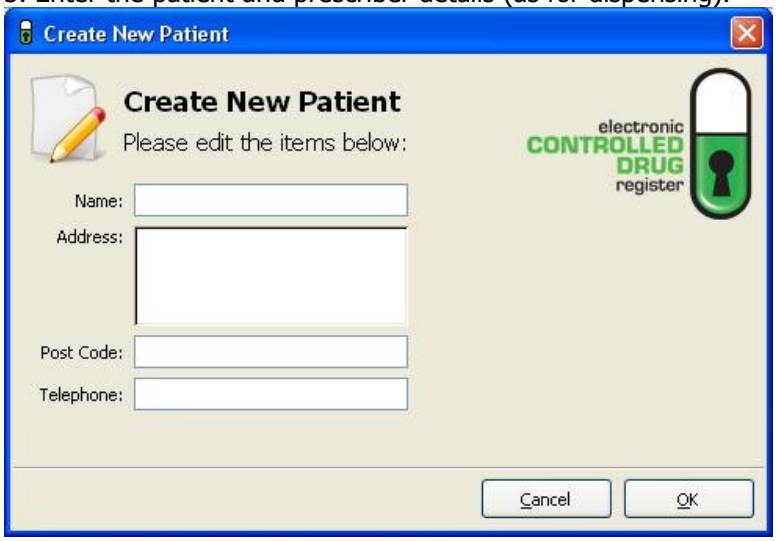

Figure 37: Methadone Add New Patient

Figure 38: Methadone Add New Prescriber

4. Select the methadone formulation from the drop down.
5. Choose the start date of the schedule. This is preset to today's date.
6. Select the number of days (1-14) by sliding the bar right and left. For every day in the schedule, an item is added to the schedule list.
7. You can set all items to a single dose by selecting the dose and clicking the set button or type each dose in and press return.
8. Once you are satisfied, click the "Save" button.

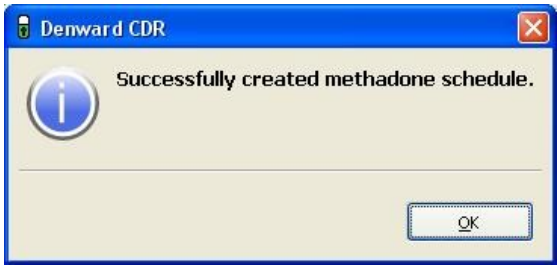

Figure 39: Successful Created Methadone Schedule

Dispensing Methadone

1. Click the "Methadone" tab.

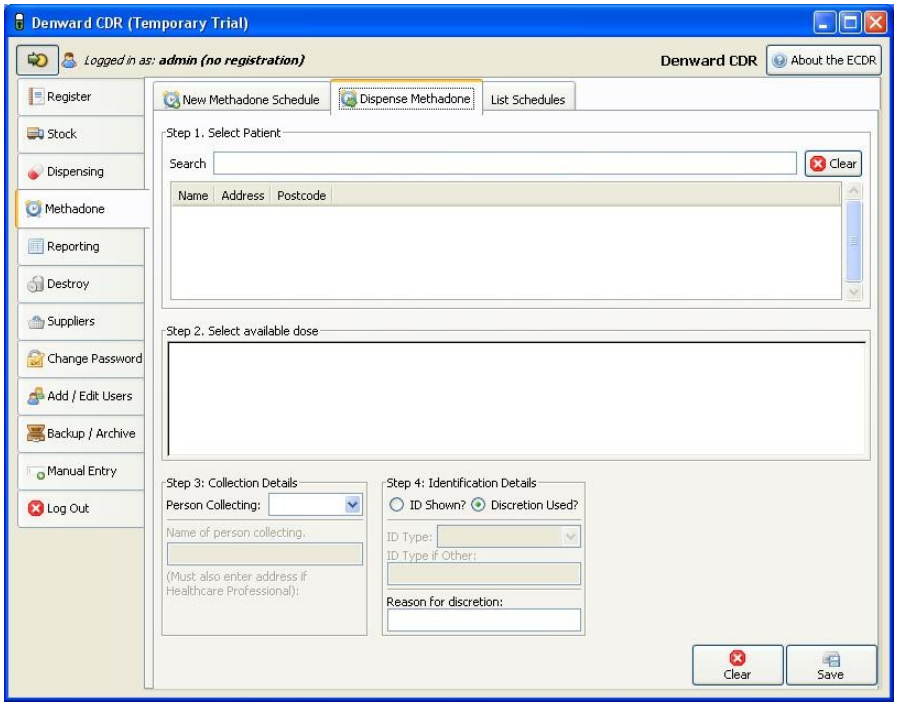

Figure 40: Methadone Dispensing Main Page

2. Select "Methadone Schedule".
3. Enter the name of the patient in the patient search box. The available methadone dose for the current day will be shown.
4. Select required scheduled item.
5. Enter details for collection and identification (as for dispensing).
6. Click the "Save" button.

Figure 41: Methadone dispense successful

Daily Methadone Stock

For full information on daily Methadone stock, see Stock Management.

Reporting

All of these reports can be viewed, and printed.
For all reporting functions, select the "Reporting" tab, and the report type within.

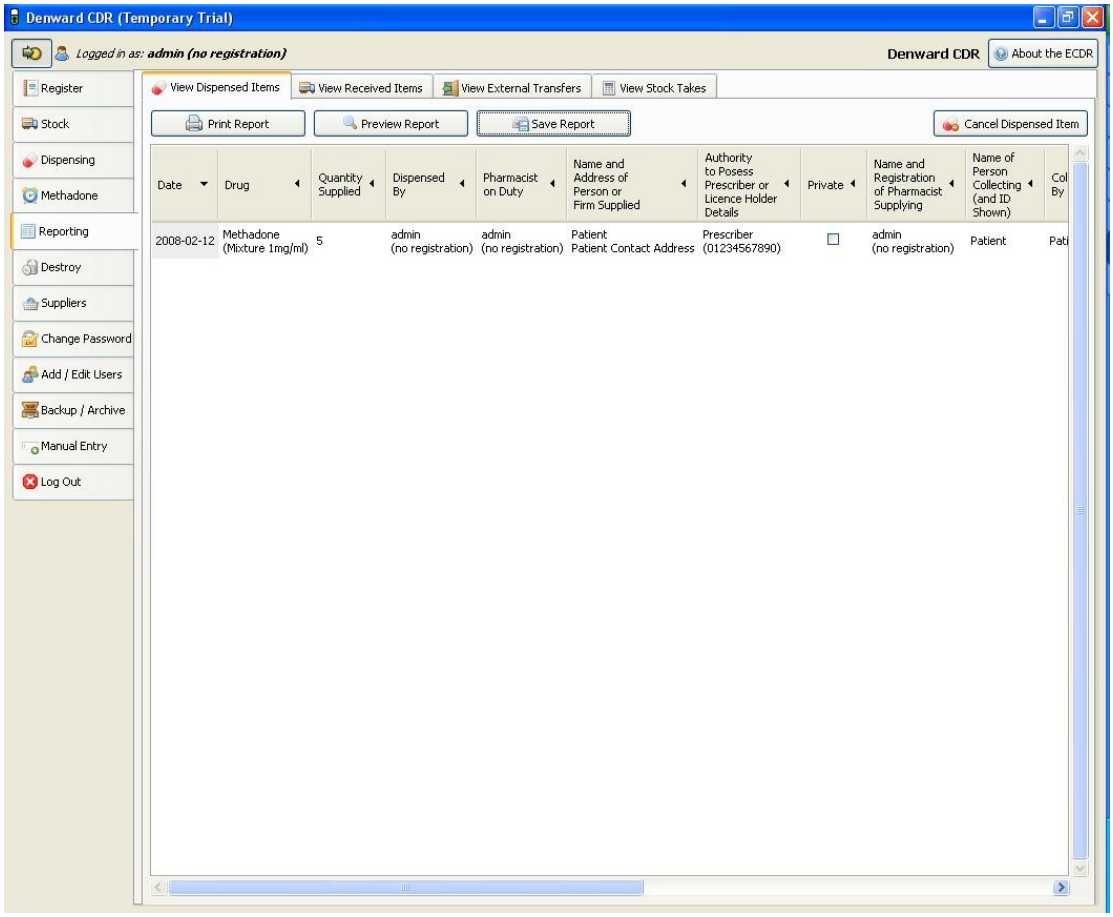

Figure 42: Reporting Main Page

Previewing Reports

To Preview a report simply click the button at the top of the reports page.

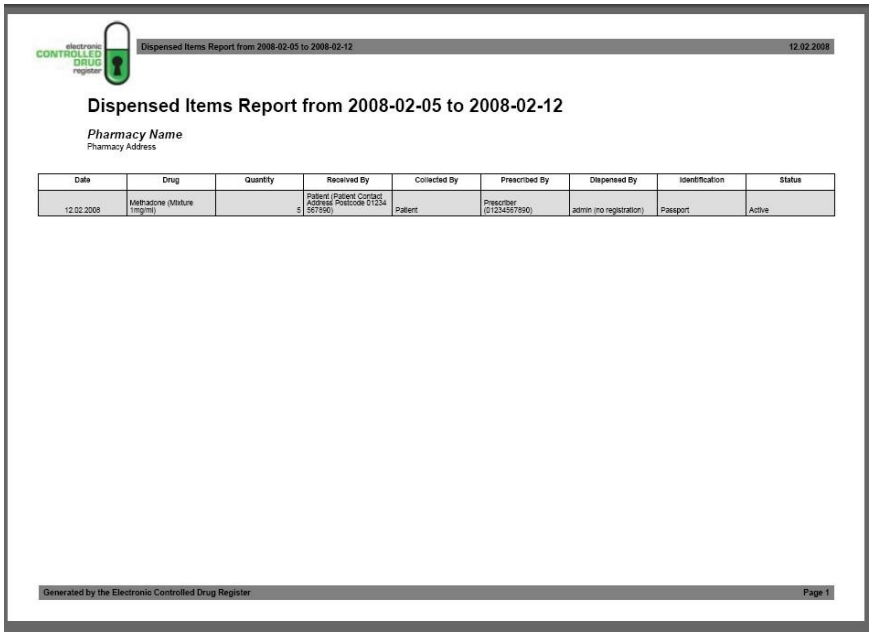

Figure 43: Report Preview

Printing Reports

In order to print a report, click the "Print Report" button. A dialogue will be displayed to enter the start date and the end date of the report.

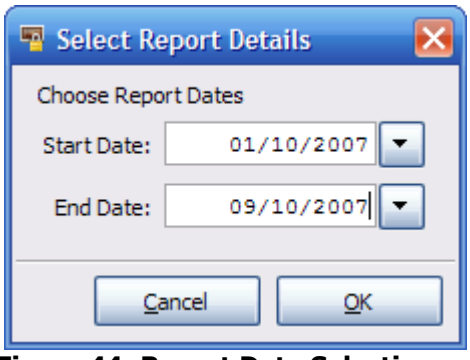

Figure 44: Report Date Selection

These must be entered, and the "OK" button must be clicked.

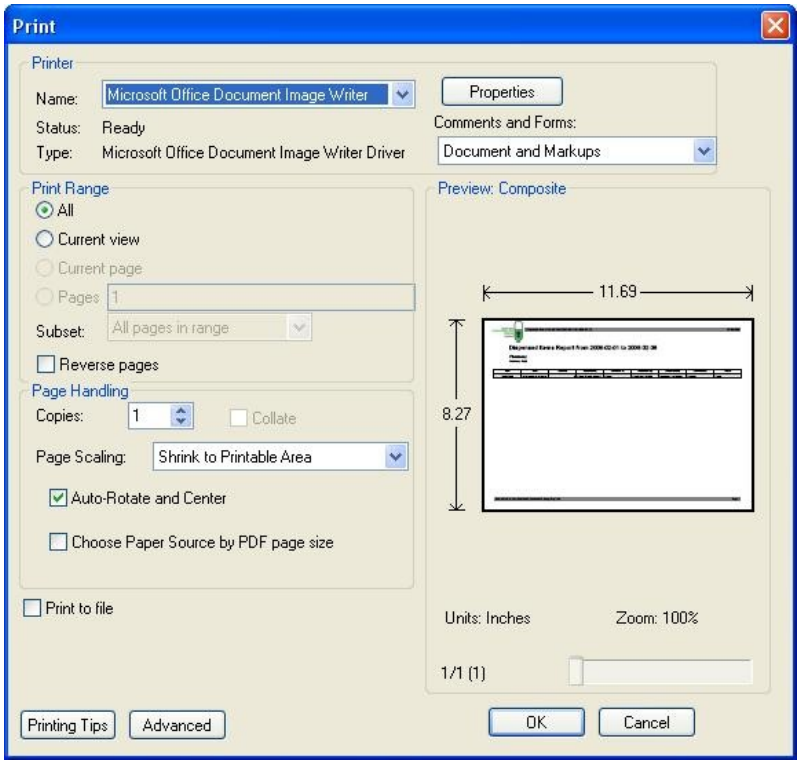

Figure 45: Printing Report Details

Note: *Printing large reports is liable to take a long time.*

Saving Reports

To save your report to your computer before backing up click the "Save Report" button. Choose what report(s) you want to save and press "Ok"

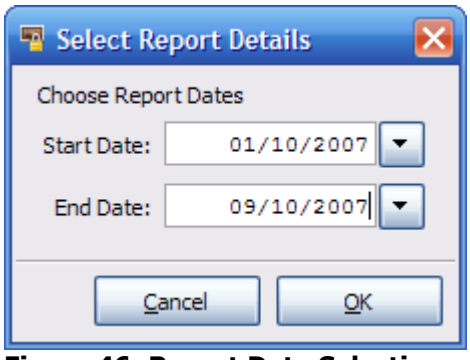

Figure 46: Report Date Selection

Select where you want to save your report and what you want to call it then press the "Save" button.

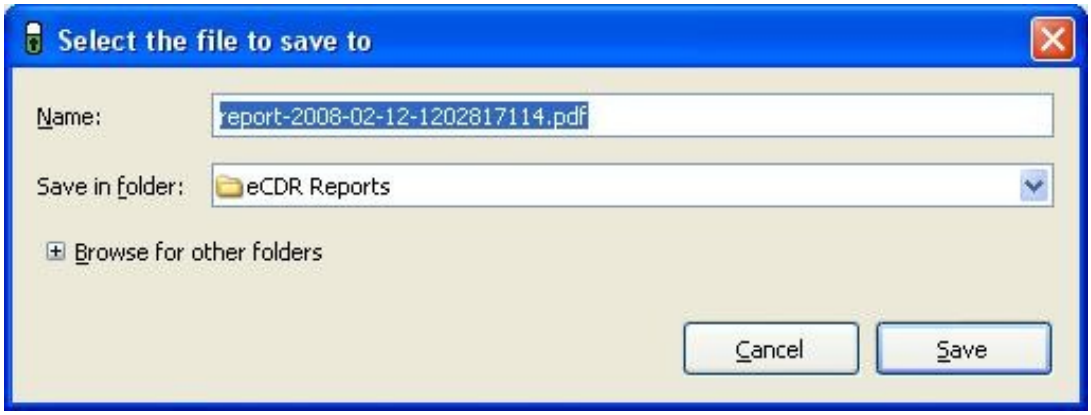

Figure 47: Report Saving

Cancellations

As part of the legal requirement for the {ECDR}, entries may not be modified after entry for audit purposes. It is for these reasons that in order to remedy any mistakes, any entry can be cancelled. The following will be recorded:

1. A reason for cancellation,
2. The user making the cancellation,
3. The date and time of the cancellation.

The effect of the cancelled operation will then be reversed, and the cancelled item will appear as "cancelled" in the register for the relevant drug.

All cancellations are made from the reports page.

1. Select the appropriate type of report for the item, for example if a Dispensing operation is to be cancelled, select "Dispensing Reports".

Figure 48: Cancellation Buttons

2. Locate the item that you wish to cancel. Note: *You can reorder the list of items in a report by clicking on the field to order by.*
3. Select the item you wish to cancel by clicking on it.
4. Click the "Cancel" button.
5. Enter the reason for cancellation when requested, and click "Ok".

Destruction

The Electronic Controlled Drug Register can log destruction of drugs which are:

1. Returned by patients from this or any pharmacy
2. Expired Stock

To access the destruction functions, select the "Destroy" tab, and follow the procedure for marking drugs as destroyed.

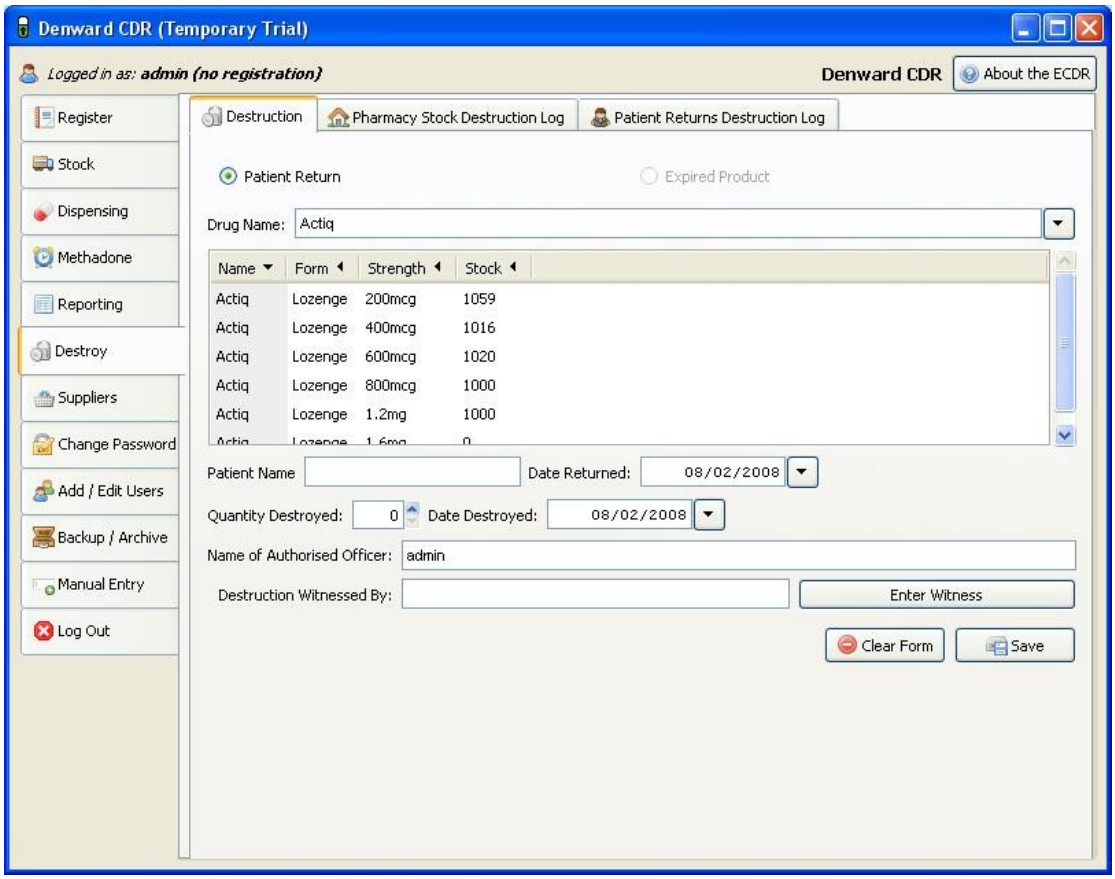

Figure 49: Destruction Main Page

1. If a patient has returned a drug select "Patient Return" OR,
2. If an expired product is to be destroyed select "Expired Product",
3. Select or enter the drug name from the "Drug Name",
4. Select the strength and form of the drug from the drug list,

5. If the drug is returned by a patient:

a) Enter the name of the patient in "Patient Name".

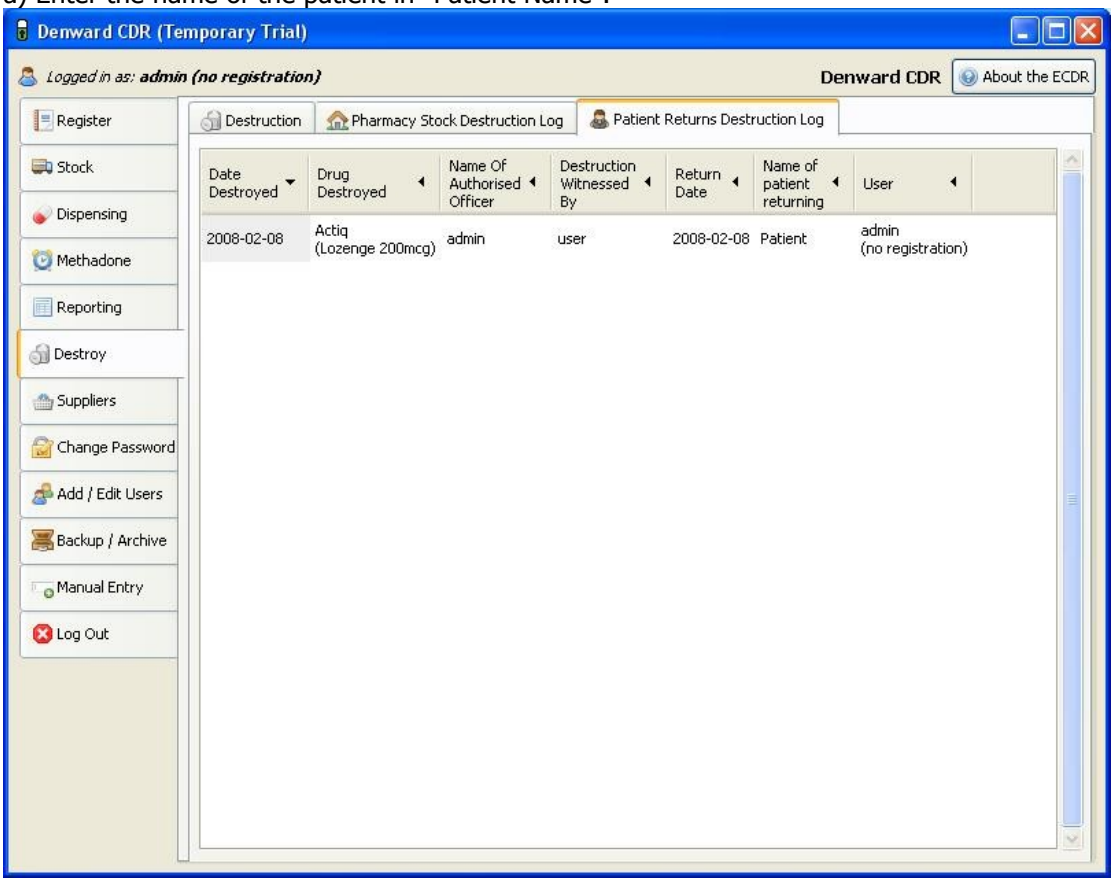

Figure 50: Patient Return Destruction Page

b) Enter the date the drug was returned "Date Returned".

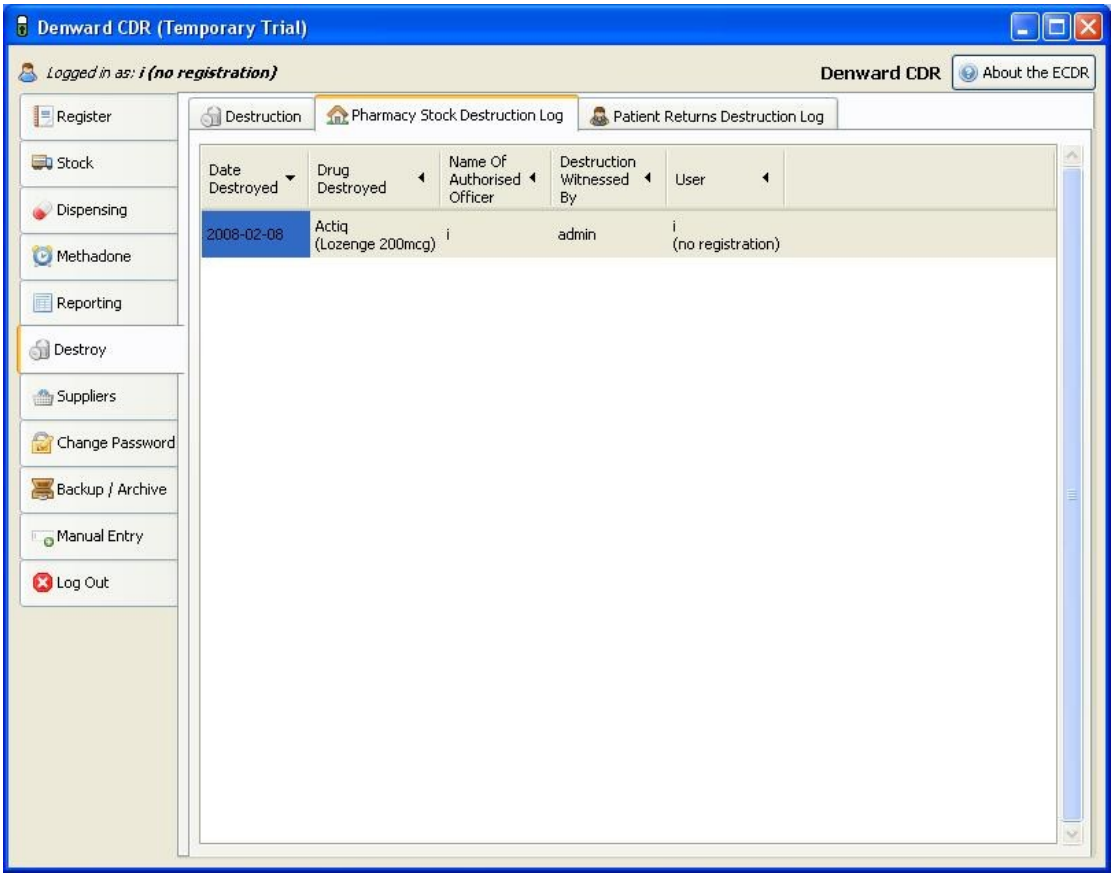

Figure 51: Pharmacy Stock Destruction Page

6. Enter the quantity destroyed in "Quantity Destroyed" (if this is an expired product, the amount will be limited by the current stock.
7. Enter the destruction date in "Date Destroyed".
8. Enter the name of the authorized officer in "Name of Authorized Officer" .
9. Enter the witnessing party in "Destruction Witnessed By".
10. Click the "Save" button.

The procedure may be cancelled at any time by clicking the "Clear Form" button.

Viewing Destruction Logs

Logs of all destructions are viewable in the "Pharmacy Stock Destruction Log" and the "Patient Returns Destruction Log" tabs on the "Destroy" page.

User Management

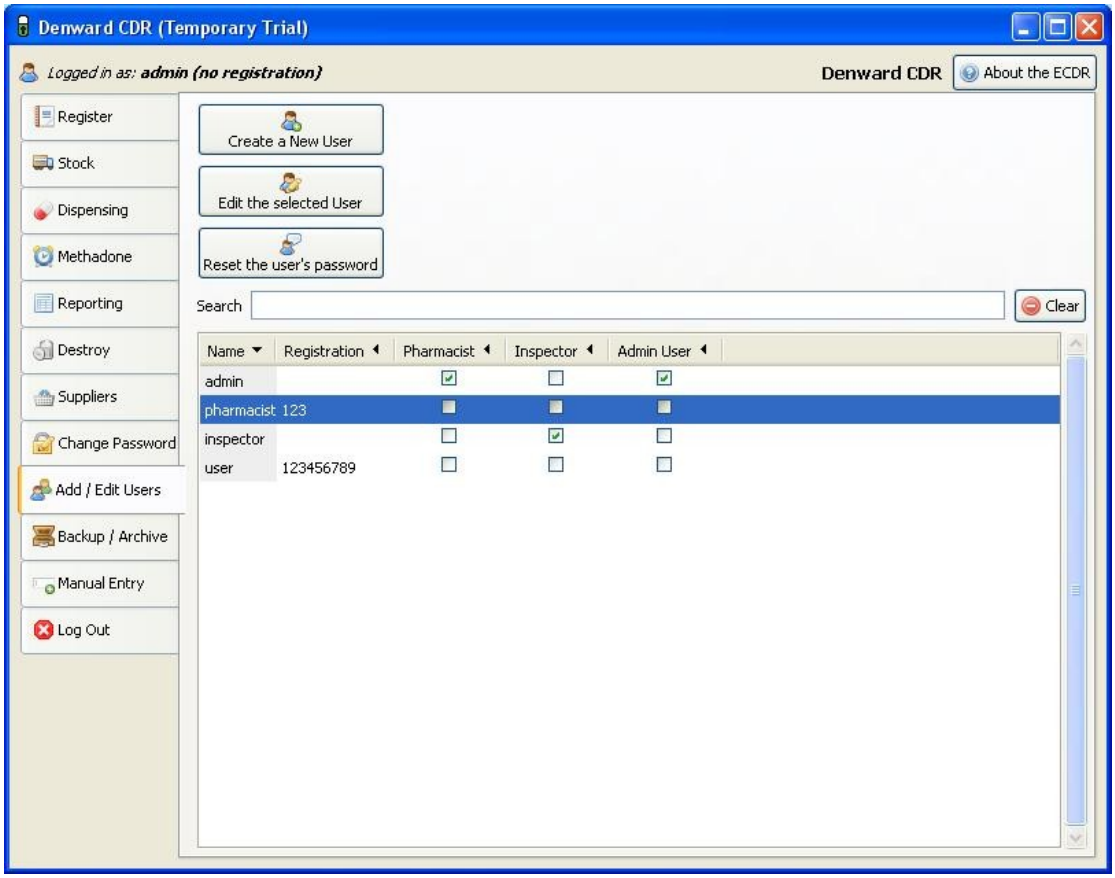

Figure 52: User Management Page

Users of the Electronic Controlled Drug Register are classified under categories. They are:

1. Administrators,
2. Pharmacists,
3. Technicians,
4. Doctors,
5. Inspectors.

Adding a User

A user may only be added by the Administrator user. Once the administrator is logged in, add a user by:

1. Select the "Add / Edit Users" tab.
    - The user list will be displayed
2. Click the "Create a New User" button.
    - The user edit dialog will be displayed
3. Enter the user name in the "Name" field
4. Enter the user's registration credentials into the "Registration" field

5. Select whether the user is an "Administrator", "Pharmacist", "Technician", "Doctor" or "Inspector".
6. Click the "OK" button.
7. The user must change their password when first logging in to the system.

Changing Passwords

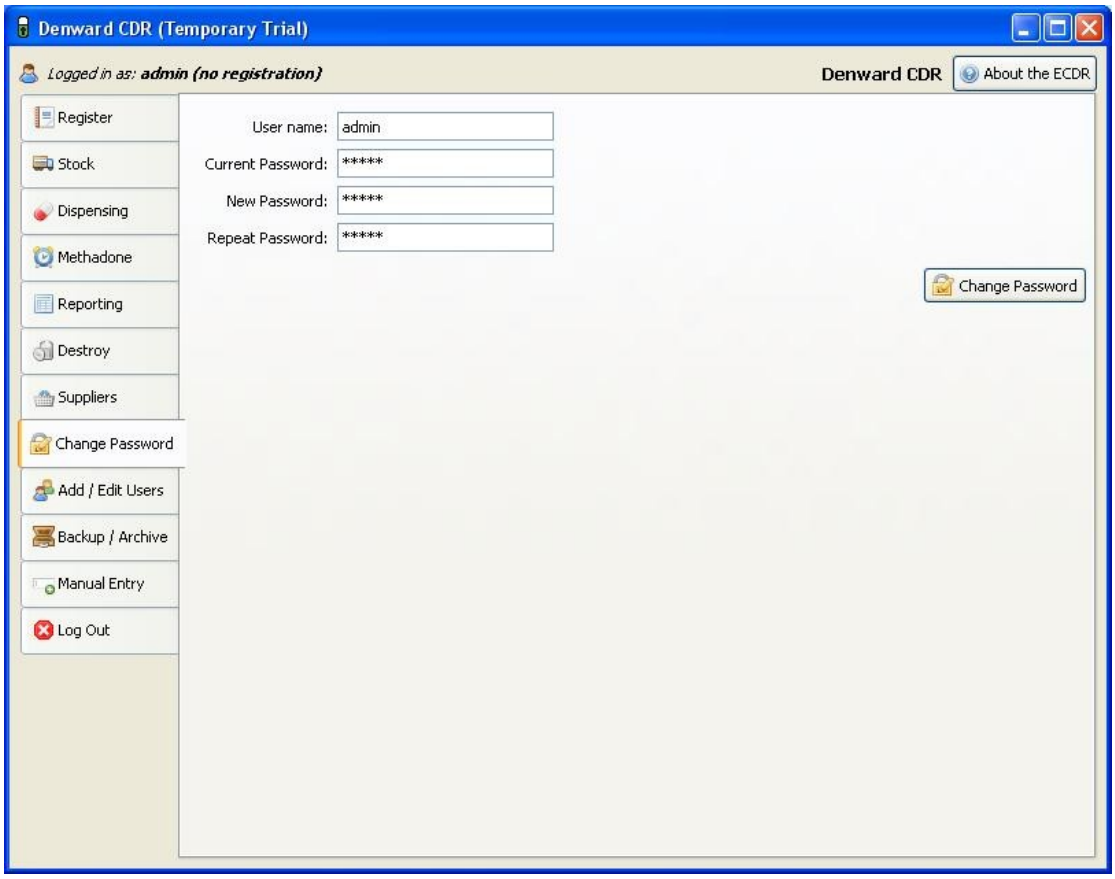

Figure 53: Change Password Page

The current user can change their password. The following procedure should be followed:

1. Select the "Change Password" tab.
2. Enter current password in "Current Password".
3. Enter new password in "New Password".
4. Confirm new password in "Repeat Password".
5. Click "Change Password" button.
6. The new password must be used next time the user logs in.

Editing a User

In order to edit a user's details:

1. Select the "Add / Edit Users" tab.
    - The user list will be displayed.
2. Select a user from the user list.
3. Click the "Edit User" button.
    - The user edit dialog will be displayed.
4. Modify the user's details as required.
5. Click the "OK" button.

System Back Up

The system should be backed up regularly onto some kind of removable media. It can then be restored from such media at any time in the event of unavoidable hardware failure. The eCDR recommends backing up at least 4-5 times a day.

Creating a Back Up

To create a backup:

1. Select the "Backup / Archive" tab.

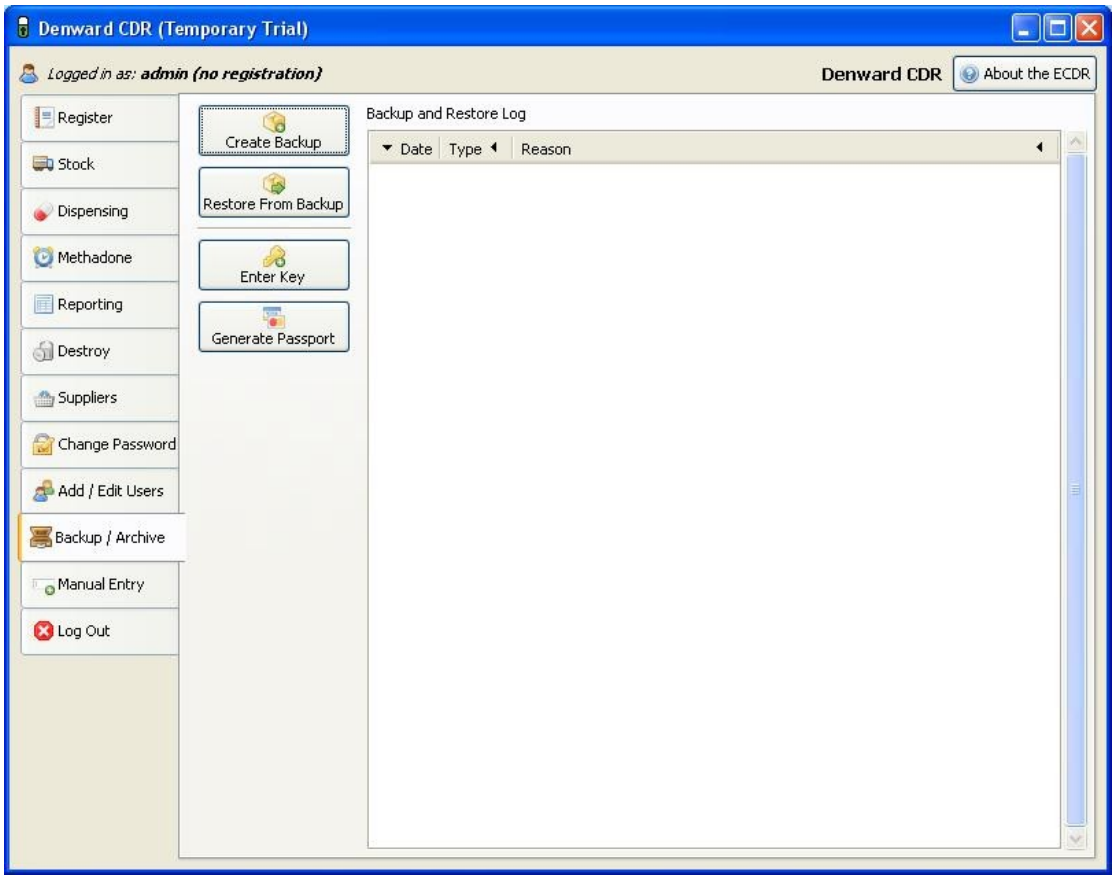

Figure 54: Backup Main Page

2. Click the "Create Backup" button.

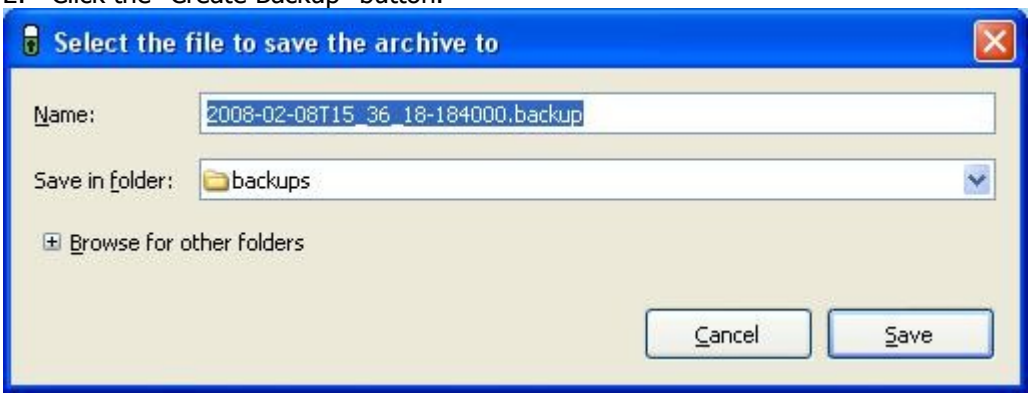

Figure 55: Backup Creator

3. Select the filename for the backup.
4. click the "OK" button on the save dialog.

Restoring From a Back Up

To restore the system from a backup:

1. Select the "Backup / Archive" tab.
2. Click the "Restore From Backup" butto.
3. You will be prompted to enter a reason for restoring.
    - the open dialog appears.
4. Select the filename for the backup to restore from.
5. Click the "OK" button on the open dialog.

Figure 56: Backup Restore, Data Loss Continue

6. The system will restart and the user must log in again.

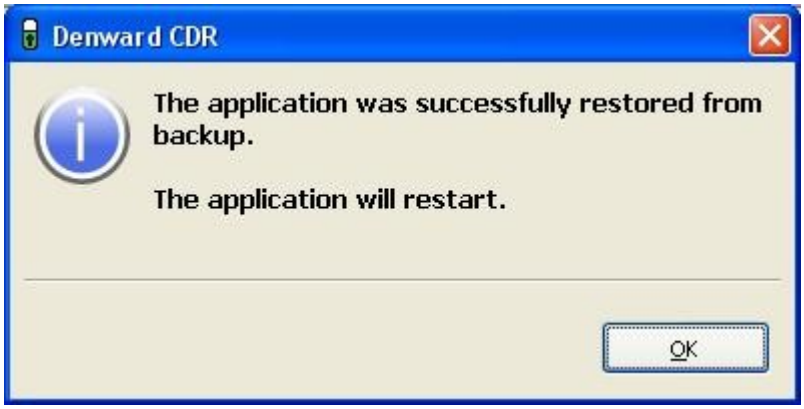

Figure 57: Successful Backup Restore, Application Restart

Administrator Responsibilities

The software administrator will be responsible for maintaining backups of the system on removable and paper media.
Denward Manufacturing and Microlink PC take no responsibility from loss of data due to failure to backup.

Backing Up

The administrator is responsible for ensuring that regular backups are made onto removable media, such as USB Drive, or CDROM.
In the event of hardware failure, such as hard-drive failure, the Electronic CDR will be able to restore itself from backup.
The use of regular backups to a safe location will ensure that the data can never be lost.

Passwords

The administrator must change their password on first logging into the system.
Keeping the default administrator password is a security hazard.
All newly added users must change their passwords on logging into the system for the first time.
Keeping the default user password is a security hazard.

Printing Reports

The administrator is responsible for printing and maintaining regular printed reports of the data using the report printing functionality of the application.

Tampering With Software

The application must not be tampered with in any way. No files in the application directory should be edited, moved or deleted. Doing this may result in permanent loss of data.

Training

All users of the application must undergo training in order to have the competence to use it. This training should at the minimum include reading this manual.

Automatic Updates

The online updater can be found in the backup/archive tab. You can choose to check manually daily for new updates or sign up for the optional newsletter that will inform you of new updates and any new features that have been added to the software.

Newsletters

If you prefer to download and install updates yourself, the ECDR newsletter will inform you of any new update, all the latest features and news.